

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2100 2nd Street SW
Washington, DC
Staff Symbol: CG-441
Phone: 202-475-5661
Fax: 202-475-5955

COMDTNOTE 4121

MAY 21, 2007

COMMANDANT NOTICE 4121

CANCELLED: MAY 20, 2008

Subj: CH-8 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This notice reflects policy changes to USO Manual Chapters 5, 10, 11, 13 and 15. The policy changes are to correct audit findings and update Coast Guard policy and procedures for procurement, inventory management, reparable, warehouse management, measurement and reporting at Aircraft Repair and Supply Center (ARSC) and Engineering Logistics Center (ELC). ARSC and ELC are to update their internal procedures in accordance with these policy changes.
5. PROCEDURES. Remove and insert the following chapters:

REMOVE

Chapters 5, 10, 11, 13 and 15

INSERT

Chapters 5, 10, 11, 13 and 15

DISTRIBUTION – SDL No. 147

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NON-STANDARD DISTRIBUTION: MLCs only

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.
7. FORMS/REPORTS. Inventory Control Effectiveness (ICE) Report, RCN-41231-1, may be reproduced locally.

/s/

D. G. GABEL

Rear Admiral, U.S. Coast Guard

Assistant Commandant for Engineering and Logistics

Encl: (1) CH-8 to Uniform Supply Operations Manual, COMDTINST M4121.4

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
Coast Guard Headquarters

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COMDTNOTE 4121

OCT 4 2006

COMMANDANT NOTICE 4121

CANCELLED: OCT 3 2007

Subj: CH-7 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF CHANGES. This notice reflects policy changes to USO Manual Chapter 16. The policy changes are to correct DHS Inspector General audit findings and update Coast Guard policy and procedures for conducting physical inventories at Aircraft Repair and Supply Center (ARSC) and Engineering Logistics Center (ELC). ARSC and ELC are updating their internal procedures in accordance with these policy changes.
5. PROCEDURES. Remove and insert the following pages:

REMOVE

Chapter 16

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Chapter 16

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.

DISTRIBUTION – SDL No. 145

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NON-STANDARD DISTRIBUTION: MLCs only

7. FORMS/REPORTS. None.

/s/

D. G. GABEL

Rear Admiral, U.S. Coast Guard

Assistant Commandant for Engineering and Logistics

Encl: (1) CH-7 to Uniform Supply Operations Manual, COMDTINST M4121.4

COMDTNOTE 4121

MAR 10 2005

COMMANDANT NOTICE 4121

CANCELLED: MAR 9 2006

**Subj: CH-6 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4**

1. **PURPOSE.** To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. **ACTION.** Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. **DIRECTIVES AFFECTED.** None.
4. **SUMMARY OF CHANGES.** This notice reflects policy changes to USO Manual Chapters 11, 15 and 16. The policy changes are to correct DHS Inspector General audit findings and update Coast Guard policy and procedures for review of reparable, physical inventory, management oversight and measurement. Aircraft Repair and Supply Center (ARSC) and the Engineering Logistics Center (ELC) are updating their internal procedures in accordance with these policy changes.
5. **PROCEDURES.** Remove and insert the following pages:

REMOVE

Chapter 11

Chapter 15

Chapter 16

Enclosure (2) and (3)

INSERT

Chapter 11

Chapter 15

Chapter 16

Vacant

DISTRIBUTION – SDL No. 142

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NON-STANDARD DISTRIBUTION: MLCs only

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined I the development of this notice and have been determined not to be applicable.
7. **FORMS/REPORTS.** Inventory Control Effectiveness (ICE) Report, RCN-4121-1 (CG-5644) is submitted quarterly in accordance with USO, Chapter 15. The form is locally reproduced at ARSC and ELC.

/s/
PAUL J. GLAHE
Acting

Encl: (1) CH-6 to Uniform Supply Operations Manual, COMDTINST M4121.4

COMDTNOTE 4121
SEP 2 2004

COMMANDANT NOTICE 4121

CANCELLED: SEP 1 2005

**Subj: CH-5 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4**

1. **PURPOSE.** To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. **ACTION.** Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. **DIRECTIVES AFFECTED.** None.
4. **SUMMARY OF CHANGES.** This notice reflects policy changes to USO Manual Chapters 3 and 10. DHS Inspector General audits reported that the Coast Guard was not categorizing, valuing and reporting Operating Material & Supplies (OM&S) and Plant, Property and Equipment (PP&E) correctly. Policy and procedure changes were required to correct the deficiencies reported on the audits. ARSC and ELC have updated their internal procedures in accordance with this policy changes.
5. **PROCEDURES.** Remove and insert the following pages:

REMOVE

Chapter 3
Pages 3-1 thru 3-3

Chapter 10
Pages 10-1 thru 10-5

INSERT

Chapter 3
Pages 3-1 thru 3-3

Chapter 10
Pages 10-1 thru 10-5

DISTRIBUTION – SDL No. 139

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NON-STANDARD DISTRIBUTION: MLCs only

6. **FORMS/REPORTS**. None.

1. E. M. BROWN /s/
Assistant Commandant for Systems

Encl: (1) CH-5 to Uniform Supply Operations Manual, COMDTINST M4121.4



COMDTNOTE 4121

FEB 1 2002

COMMANDANT NOTICE 4121

CANCELLED: JAN 31 2003

**Subj: CH-4 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4**

1. **PURPOSE.** To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. **DIRECTIVES AFFECTED.** None.
4. **SUMMARY OF CHANGES.** This Notice reflects changes to the USO manual. Added to Chapter 10 is the cost to hold valuation process used in determining the cost for holding stock in anticipation of future use. Added to Enclosure (2) is a \$5,000 threshold for reporting Operating Material & Supplies on a formal Board of Survey and approval authority for dollar value adjustments \leq \$499.99.

5. **PROCEDURES.** Remove and insert the following pages:

REMOVE

Pages 10-3 thru 10-4
Encl (2) Pages 11 thru 14

INSERT

Pages 10-3 thru 10-6
Encl (2) Pages 11 thru 14

6. **FORMS/REPORTS.** None.

R.F. SILVA

Assistant Commandant for Systems

DISTRIBUTION – SDL No. 139

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NON-STANDARD DISTRIBUTION: MLCs only

Encl: (1) CH-4 to Uniform Supply Operations Manual, COMDTINST M4121.4

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTNOTE 4121
OCT 25 1999

COMMANDANT NOTICE 4121

CANCELLED:
OCT 24 2000

Subj: CH-3 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL,
COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.
2. ACTION. Chiefs of offices at headquarters, ARSC, and ELC commanding officers shall ensure compliance with this manual. Should this Manual conflict with a higher level directive, that directive takes precedence.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY OF MAJOR CHANGES. Significant changes to the Manual are marked with a vertical line. Editorial changes are not marked. Chapter 7 - Cataloging policy is updated to specify certain conditions when dual stocking is authorized.
4. PROCEDURES. Remove and insert the following pages:

REMOVE

INSERT

Page 7-1 and 7-2

Chapter 7

Page 7-1 thru 7-3

5. FORM/REPORTS. None

L. F. BOSMA, CAPT
DIRECTOR OF LOGISTICS

Commandant
United States Coast Guard

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COMDTNOTE 4121
Jun 05, 1997

COMMANDANT NOTICE 4121

CANCELLED: Jun 4, 1998

Subj: CH-1 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL

1. **PURPOSE.** To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual (COMDTINST M4121.4).
2. **ACTION.** Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters Units, Assistant Commandants for Directorates, Chief Counsel, and Special Staff Offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. **SUMMARY OF CHANGES.** This Notice reflects changes to the USO manual. It reflects the new organizational staff symbols as a result of Coast Guard Headquarters streamlining and the consolidation of Supply Center Baltimore and Supply Center Curtis Bay into the Engineering Logistics Center. It also changes any reference to Coast Guard Supply Centers to read Inventory Control Points (ICPs).
4. **PROCEDURES.**
 - a. Remove and insert the following pages:

REMOVE

Pages 1-1 and 1-2
Page 5-3
Page 6-1 and 6-2
Page 9-1
Pages 10-1 thru 10-3
Page 15-1
Pages G1-1 thru G2-2
Enclosure 1

INSERT

Pages 1-1 and 1-2
Page 5-3
Page 6-1 and 6-2
Page 9-1
Pages 10-1 thru 10-3
Page 15-1
Pages G1-1 thru G2-2
Enclosure 1

COMDTNOTE 4121

5. FORMS/REPORTS. None.

/s/ R.K. Jones
Director of Logistics

Encl: (1) CH-1 to Uniform Supply Operations Manual (COMDTINST M4121.4)

COMDTINST M4121.4
28 NOV 1995

COMMANDANT INSTRUCTION M4121.4

Subj: COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL

1. **PURPOSE.** To provide Coast Guard Supply Centers (SUPCENS) operational management policies and directives.
2. **ACTION.** Chiefs of offices at headquarters and SUPCEN commanding officers shall ensure compliance with this manual. Should this manual conflict with a higher level directive, that directive takes precedence.
3. **DIRECTIVES AFFECTED.** COMDTINST M4121.2 is canceled
4. **CHANGES.** Changes to this manual will be consecutively numbered and will include reprinted pages when necessary. Comments (recommendations, additions, deletions) and other pertinent data for use in improving this manual may be addressed using the Inquiry Form, enclosure (1), to Commandant (G-ELM).
5. **FORMS.** None.

/s/ E. J. BARRETT
Chief, Office of Engineering,
Logistics and Development

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ENCLOSURES

- Enclosure (1) - Inquiry Form
- Enclosure (2) - Physical Inventory Procedures
- Enclosure (3) - Inventory Control Effectiveness Report (ICE)
Form(CG-5644), Report Control Number (RCN-
4121-1)

GLOSSARY

- 1. Acronyms.....G1
- 2. Customers.....G2

CHAPTER 1. INTRODUCTION

- A. **Overview.** In day-to-day operations, the Coast Guard (CG) uses many categories of supply items to support its varied missions. The CG supply system exists to obtain Federal Supply System (FSS) support where appropriate, to provide support for CG unique items, and to provide relative information to CG users of the supply system. The CG supply system is part of the larger FSS and takes direction from many different sources. See the "Directives Paragraph" in each chapter of this manual for applicable guidance.
- B. **Purpose.** To provide Inventory Control Points (ICPs) supply policy guidance and standards to ensure that:
1. Spare/repair parts and information are available and affordable to the customer when needed throughout the life cycle of the platform/system/equipment.
 2. Platform/system/equipment operators and maintainers meet their intended operational and maintenance requirements.
- C. **Customer.** Customers are all CG units that require supply support to meet their operational and maintenance needs. (See Glossary G2 of this manual for more detailed information on specific customers.)
- D. **Organizational Responsibilities.** The CG organizational responsibilities for supply are:
1. Commandant (G-S) provides overall management of the CG supply organization (including ensuring annual reconciliation of subsidiary OM&S and inventory records with the Departmental Accounting and Financial Information (DAFIS) General Ledger and Chief Financial Officer Act financial statements).
 2. Commandant (G-SLP) provides supply support policy and is the logistics policy advisor for the ICPs.
 3. Commandant (G-SEA, G-SEC, G-SEN and G-SCE) provide technical guidance and maintenance support requirements.
 4. Commandant (G-A) provides initial supply support requirements for projects for which they are designated as Acquisition Manager. This may be for a new asset or major modification.

5. Commandant (G-CFM), under the direction of Commandant (G-CFP) provides oversight, and financial management standards for OM&S and inventory.
6. Coast Guard Finance Center (FINCEN) maintains DAFIS General Ledger balances for OM&S and inventory.
7. All other Headquarters offices provide operational supply support requirements which are generally contained in the Integrated Logistics Support Plans (ILSPs).
8. ICPs manage CG supply support operations and function as Inventory Control Points (ICPs). ICPs are assigned the primary responsibility for total material management of CG systems. This responsibility includes: provisioning, physical and/or financial accountability of OM&S and inventory under their control, inventory management, cataloging, procurement, warehousing, distribution management, disposal and promulgating related technical information. The ICPS/ICPs designators are:
 - a. Commanding Officer Aviation
U.S. Coast Guard Aircraft Repair & Supply Center
Elizabeth City, NC 27909-5001
 - b. Commanding Officer HM&E/ELEX
U.S. Coast Guard Engineering Logistics Center
2401 Hawkins Point Road
Baltimore, MD 21226-1792
10. Headquarters units, Maintenance and Logistics Commands (MLCs), districts and operating units are the primary customers. In addition and equally important, they perform maintenance and assist in developing the maintenance plans that outline the follow-on life cycle supply support infrastructure.

CHAPTER 2 - RESOURCE MANAGEMENT

- A. Overview. The resource management process ensures that ICP's resource allocations are used properly by providing oversight to personnel administration, training programs, financial management, management information systems and all other operational and quality assurance processes. Resource management includes planning for the future plus identifies existing resource requirements and shortfalls and forwards them in the form of proposals into the resource allocation process.
- B. Resource Management Directives.
1. Coast Guard Logistics Doctrine, COMDTINST 4000.5
 2. Engineering Logistics Steering Committee Charter, COMDTINST 4000.6
 3. Paperwork Management Manual, COMDTINST M5212.12
 4. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 5. Supply Center Curtis Bay Organization Manual, SUPCENCBINST 5400.2 (series) (NOTAL)
 6. Supply Center Baltimore Organization Manual, SUPCENBALINST M5400.2 (series) (NOTAL)
- C. Policy. ICPs shall develop and maintain resource management programs that:
1. Ensure all personnel actions, both military and civilian, are accomplished in a timely and efficient manner,
 2. Ensure that training plans provide for employee development which will result in a well trained professional work force,
 3. Develop input into the Resource Proposals (RPs) and Resource Change Proposals (RCPs) with supporting documentation that is consistent with Headquarters guidelines (see Chapter 3, Financial Management, of this manual),
 4. Ensure the existence and proper execution of a financial plan (see Chapter 3, Financial Management, of this manual),
 5. Ensure the existence and proper execution of an Information Resources Management (IRM) program (see Chapter 4, Information Resources Management, of this manual),

COMDTINST M4121.4

6. Ensure the existence and proper execution of a Quality Assurance (QA) process (see Chapter 14, Quality Assurance (QA), of this manual), and
7. Ensure that all records are managed in accordance with the Paperwork Management Manual, COMDTINST M5212.12.

CHAPTER 3. FINANCIAL MANAGEMENT

- A. **Overview.** The financial management process is the planning and oversight of all actions, within the guidelines of the Chief Financial Officer (CFO) Act of 1990 that affect the management of inventory, and the use of CG funds. To be successful, the process requires input and accountability from all levels of the ICPs. The major components of financial management are:
1. Funding Sources. The ICPs are funded from several appropriations:
 - a. Operating Expenses (OE), Allotment Fund Code (AFC-30, AFC-41, AFC-42, AFC-45, AFC-56, and AFC-80)
 - b. Acquisition, Construction and Improvements (AC&I)
 - c. Acquisition, Construction and Improvements (EC&R)
 - d. Supply Fund (SF) (Applicable to ELC only)
 - e. Industrial Fund (Applicable to the CG Yard only)
 2. Resource Funding Requirements. Resource funding requirements such as the annual budget and RCPs must consider:
 - a. Inventory replacement costs (OE, AC&I and SF),
 - b. Capital authorization for supply fund,
 - c. Funding requirements for RPs,
 - d. Costs to transition an AC&I funded project over to the OE sustainment life cycle phase, e.g., transitioning AC&I temporary billets to OE funded billets, and
 - e. Annual facility operating and maintenance costs.
 3. Funds Management/Cost Accounting. The financial management/cost accounting process addresses the overall cost to operate, such as:
 - a. Administrative costs,
 - b. Actual procurement costs,
 - c. Cost to repair, manage a reparable program and justify repair versus replacement, and
 - d. Cost of excess, Obsolete & Unserviceable stock valued at net realizable value.

B. Financial Management Directives.

1. Financial Resource Management Manual, COMDTINST M7100.3 (series)
2. Statement of Federal Financial Accounting Standards (SFFAS) #3, “Accounting for Inventory and Related Property”
3. Statement of Federal Financial Accounting Standards (SFFAS) #6, “Accounting for Property, Plant and Equipment”
4. Military Standard Billing System (MILSBILLS) Manual, DOD 4000.25-7-M
5. CG Finance Center Standard Operation Procedure (FINCEN SOP), FINCENSTFINST M7000.1 (series) (NOTAL)
6. Federal Financial Management System Requirements (FFMSR-7), “Inventory, Supplies and Materials Systems Requirements (JFMIP-SR-03-02), August 2003.”

C. Policy.

1. Financial Management. The financial management process shall include funding requirements planning, budget submission, and financial accountability of inventory, consumables (OM&S) and reparables (PP&E) in accordance with current directives, paragraph 3.B above. The ICPs shall:
 - a. Prepare and submit budget requests (spend plan) annually,
 - b. Prepare and submit RPs per applicable directives,
 - c. Prepare and submit applicable financial statements to FINCEN and HQ Program Offices IAW with the Financial Resource Management Manual (FRMM). Exclude Navy Type/Navy Owned from CG financial reporting. Report NTNO to Navy. Ensure OM&S, PP&E and inventory are categorized IAW FASAB #3 and #6.
2. Funds Management/Cost Accounting. The funds management/cost accounting process shall include, at a minimum:
 - a. The weighted average cost method will be used for valuing OM&S, PP&E, and inventory. All production, manufacturing, and transportation costs, if obtainable at time of receipt processing, shall be included in the cost of the item. A unit price shall be recorded for reporting and accounting purposes. An audit trail shall be maintained to support the valuation of all ICP stock. Documentation shall be kept to support valuation for the current fiscal year, and three previous fiscal years.

- b. Contract management/variable cost to order determinations:
 - 1. Labor; direct and indirect, and
 - 2. Support costs that include the requirements notice, mailing the contract or order, contract administration, receiving and processing the physical asset into the warehouse.
 - c. Current, accurate and complete information to determine the Cost of Goods Sold for the year.
3. Expenditures.
- a. Expenditure transactions shall be processed in accordance with current directives.
 - b. MILSBILLS transactions transmitted between DLA, Defense Automatic Addressing System Office (DAASO), and CG ICPs shall be in accordance with MILSBILLS change letter 47 (AMCL 47), G Series Billing Records for Automated Support of Non-interfund Bills.
 - c. Other government expenditure transactions with DOD (Army, Navy, etc.) and other non-military government agencies are manual billing (paper, card or tape SF 1080) via mail, cross disbursements and the On-Line Payment and Credit (OPAC) program.
 - d. Commercial expenditures are normally manual billings.

CHAPTER 4 - INFORMATION RESOURCES MANAGEMENT (IRM)

- A. Overview. The IRM process provides both manual and automated data processing systems support. This includes performing business process analysis, maintaining computer hardware and software, and operating and maintaining the command's telephone system. The IRM process is also the window through which the ICPs communicate with other CG and government systems. The future goal of IRM systems must include standardization and configuration control. This leads into the need for Configuration Control Boards (CCBs), data standardization and a data element dictionary. This requirement will become more prominent as we field the Supply Centers Computer Replacement (SCCR) hardware and software and the follow-on Fleet Logistics System (FLS).
- B. IRM Directives.
 - 1. Standard Terminal Application Software Support, COMDTINST 5230.32
 - 2. Standard Word Processing Software, COMDTINST 5230.35
 - 3. Standard Workstation Technical Support Plan, COMDTINST 5230.36
 - 4. Coast Guard Standard Workstation System Management, COMDTINST 5230.40 (series)
 - 5. Information Resource Management, COMDTINST 5230.41
 - 6. Annual Coast Guard Information Resources Management (IRM) Plan, COMDTINST 5230.44
 - 7. FY 1994 Annual Five Year Information Resource Management Plan (5YIRMP), COMDTPUB P5230.46
 - 8. Planning Approval for Automated Information Systems (AIS), COMDTINST 5231.2
 - 9. Automated Data Systems (ADS) Documentation Standard Manual, COMDTINST 5234.2
- C. Policy. ICPs shall administer and maintain an IRM program that provides:
 - 1. Long-range IRM planning including internal training,
 - 2. Data processing system support, both manual and automated,
 - 3. Integrity of data maintained within the system and application operations,

COMDTINST M4121.4

4. System security, disaster recovery and backup,
5. IRM consultant services required. This includes Headquarters, the command, contractors and customers,
6. Operational and maintenance support of the computer systems, both hardware and software,
7. Operational and maintenance support of the command's telephone system, and
8. The point of contact for CG and OGAs that interface within the FSS, such as:
 - a. Defense Automatic Addressing System Office (DAASO)
 - b. Defense Automated Message Exchange System (DAMES)
 - c. Defense Logistics Services Center (DLSC)
 - d. Military Standard Requisitioning & Issue Procedures (MILSTRIP) transactions
 - e. Military Standard Transaction Reporting & Accounting Procedures (MILSTRAP) transactions
 - f. Aviation Maintenance Management Information System (AMMIS).

CHAPTER 5 - PROCUREMENT

A. Overview. Procurement is the process of procuring supplies, services, and/or construction materials that the ICPs require to accomplish their assigned tasks. Due to the many variables and regulations in the government procurement process an effective procurement management process must be in place. Procurement management ensures that all contractual documents are properly planned to comply with appropriate laws, regulations, solicitation specifications and evaluations. Also included are contractual and funding obligation procedures that provide for timely delivery of supplies and services, and adequate Quality Assurance (QA) and inspection procedures. (See Chapter 14, QA, of this manual.) The Coast Guard (CG)/government currently uses four methods of procurement:

1. Simplified Acquisition. Simplified Acquisition Procedures (SAP) is the preferred method for the acquisition of supplies, services and construction material within the Simplified Acquisition Threshold (SAT). Further guidance and direction is provided in the Simplified Acquisition Procedures Manual, COMDTINST M4200.13 (series).
2. Major Acquisition. This method of procurement is used when the total value of the requirement exceeds the Simplified Acquisition Threshold (SAT) as addressed in the Simplified Acquisition Procedures Manual, COMDTINST M4200.13. The major acquisitions shall follow the Major Systems Acquisition Manual, COMDTINST M5000.10 (series).
3. Military Interdepartmental Purchase Request (MIPR). A MIPR is a method of procuring materials, supplies and/or non-personal services via an Other Government Agency (OGA) source, known as the Servicing Agency.
4. Requisition. Requisitioning is the method of procuring items of supply through the Federal Supply System (FSS). MILSTRIP/MILSTRAP are the processes used:
 - a. MILSTRIP is the process used to requisition items of supply and to obtain supply advice, supply status, material issue, material receipt, material returns and redistribution of material.
 - b. MILSTRAP is the process used to report inventory accounting information pertaining to material receipt, material issue and adjustment actions amongst stock locations, ICPs and the Integrated Material Manager (IMM).

B. Procurement References.

1. Federal Acquisition Regulation (FAR).
2. Accounting for Inventory and Related Property, Statement of Federal Financial Accounting Standards (SFFAS) Number 3.
3. Accounting for Property, Plant and Equipment, Statement of Federal Financial Accounting Standards (SFFAS) Number 6.
4. Federal Financial Management Improvement Act (FFMIA) of 1996.

5. Federal Information Resource Management Regulation (FIRMR).
6. Military Standard Requisitioning and Issue Procedure (MILSTRIP) Manual, DOD 4000.25-1-M dtd April 28, 2004.
7. Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP) Manual, DOD 4000.25-2-M dtd September 2001, as amended.
8. Major Systems Acquisition Manual, COMDTINST M4150.2 (series).
9. Simplified Acquisitions Procedures (SAP) Handbook, COMDTINST M4200.13 (series).
10. Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).
11. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8 (series).
12. Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series).
13. Homeland Security Acquisition Manual.

C. Policy.

1. ICPs shall procure supplies, services, and construction required to function within their defined area of authority and accomplish their assigned tasks. All procurements shall comply with Departmental and Agency procedures and the applicable references in Paragraph B.
 - a. Federal Supply Class (if available), part number, model number, nomenclature, manufacturer code (CAGE code), acquisition unit cost, quantity and total acquisition cost for each item procured shall be listed on contracts, delivery orders, billing, receipts and invoices. The acquisition unit cost is the price the contractor charges for each item (including handling and transportation costs). A copy of the contract shall be provided to the ICP 30 days prior to the shipment of the first item and a copy of the invoice shall be provided to the ICP within 10 days of presentation for payment. The invoice shall tie to the contract with no exceptions.
 - b. Intra-departmental transfers/donations and excess material shall not be accepted without the documentation addressed in C.1.a above or in Figure 5-1 and transfer and receipt property signatures. Historical cost or other valuation methods which approximate historical cost should include all appropriate purchase, transportation and production costs incurred to bring the items to their current condition, form and location. Transfer will be accomplished IAW the Property Management Manual, COMDTINST M4500.5 (series). A copy of the transfer document(s) and historical documentation (addressed in C.1.a above or in Figure 5-1) shall be provided to the ICP 30 days prior to the shipment of the first item. Any financial transactions shall tie to the transfer document(s) with no exceptions.
 - c. Inter-departmental transfers/donations and excess material shall not be accepted without documentation to support valuation. Historical cost or other valuation methods which approximate historical cost should include all appropriate purchase, transportation and production costs incurred to bring the items to their current condition, form and location. Transfer will be accomplished IAW the Property

Management Manual, COMDTINST M4500.5 (series). A copy of the transfer document(s) shall be provided to the ICP 30 days prior to the shipment of the first item. Any financial transactions shall tie to the transfer document(s) with no exceptions. If the external agency can not provide the ICP with historical valuation documentation or their Net Book Value at the time of transfer the ICP shall request, in writing, approval from their appropriate program manager. The ICP's cognizant program manager shall provide a recommended course of action to the ICP within 10 days of the request. All correspondence (sent and received) related to ICP requests for approval shall be maintained by the ICP comptroller's office.

2. MILSTRIP/MILSTRAP information shall be transmitted to the Defense Automatic Addressing System Center (DAASC) in accordance with MILSTRIP Manual, DOD 4000.25-1-M and MILSTRAP Manual, DOD 4000.25-2-M.
3. When procuring inventory stock items, packaging and marking requirements shall be specified in acquisition documents to ensure proper receipt and stowing, and to prevent needless repackaging and upgrading of packaging at the receiving activity.
4. ICPs shall coordinate new requests and changes to MILSTRIP/MILSTRAP system through Commandant (CG-441).
5. ICPs shall review and respond/comment to Commandant (CG-441) on MILSTRIP/MILSTRAP Proposed Mil Change Letters (PMCLs) and/or Approved Mil Change Letters (AMCLs).

Missing Documents Decision Tree

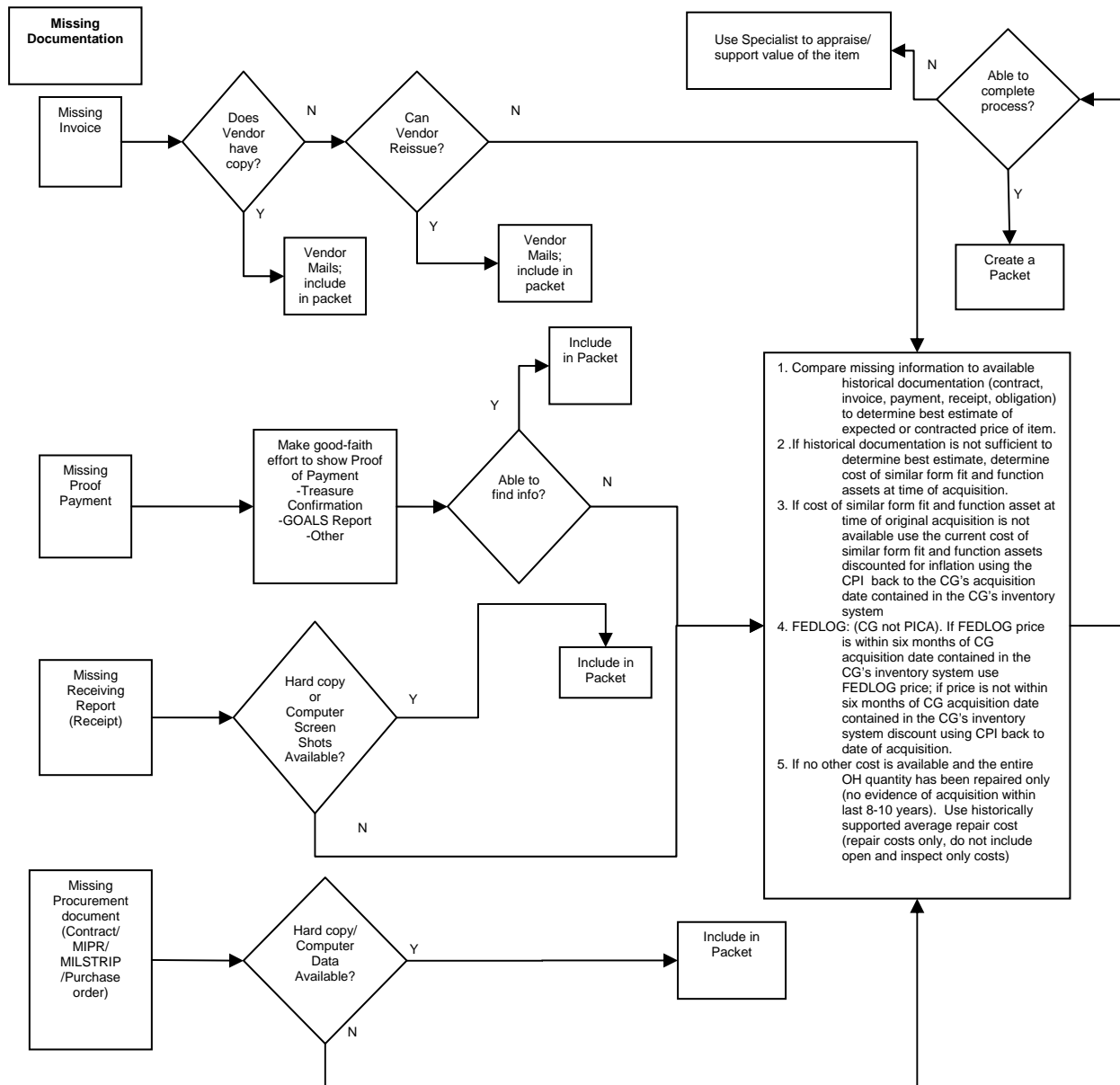


Figure 5-1

CHAPTER 6. PROVISIONING

- A. Overview. Provisioning is one of the most important elements of Integrated Logistics Support (ILS). It is the process of determining the range and depth of spare parts required to sustain a platform/system/equipment. The objective is to ensure that replacement parts are available when needed by maintenance personnel at the right place and time, and at an economical cost. It is the cornerstone for establishing initial and life cycle supply support.
1. Provisioning Planning. Proper planning must be addressed when determining provisioning requirements, such as:
 - a. Clearly defined operational, maintenance and support concepts,
 - b. Develop system or equipment maintenance plan(s),
 - c. Identify necessary resources, both funds and personnel,
 - d. Develop the provisioning requirements that provide supply support to the maintenance plan, and
 - e. Develop interim supply support requirements.
 2. Technical Support Managers. Technical support data required to perform the provisioning process is provided by Technical Support Managers (Commandant (G-SEA), (G-SEC), (G-SEN) and (G-SCE)). This data shall include:
 - a. Initial logistic and maintenance support outline,
 - b. Mission criticality codes to operational systems and equipments, and
 - c. Level of repair determinations (organization, intermediate or depot) for end items, operational systems and support equipments. Determine maintenance codes that reflect these decisions.
 3. Provisioning Process. Provisioning Activities/ICPs are responsible for performing the provisioning process. This includes the more detailed functions, such as:
 - a. Participate as a member of the Integrated Logistics Support Management Team (ILSMT) ,
 - b. Assist the ILSMT when developing the detailed provisioning requirements,
 - c. Develop Interim Support Allowance Parts Lists as directed,

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- d. Build initial outfit lists as directed,
- e. Prepare budgets and resource requirements (spare parts, personnel, facilities, etc.) for both initial provisioning and projected life cycle operational supply support, including depot level repair programs,
- f. Chair guidance and provisioning conferences,
- g. Review Provisioning Technical Documentation (PTD) and make allowance determinations that supports the MSO,
- h. Build a complete and accurate operational platform allowance document that reflects configuration, level of support and maintenance philosophies as directed,
- i. Initiate new supply support items into the FSS as required and resourced,
- j. Initiate interservice support agreements with OGAs,
- k. Interface with Project Resident Office (PRO) to enhance documentation flow, routine contract interpretations, contractor liaison, conference arrangements and other provisioning functions as required, and
- l. Provide follow-on provisioning as required to achieve the supply support required to sustain an operational platform throughout its entire life cycle.

B. Provisioning Directives.

- 1. Systems Acquisition Manual, COMDTINST M4150.2 (series)
- 2. Provisioning Manual for Major Systems Acquisitions, COMDTINST M4423.3
- 3. Acquisition and Management of Integrated Logistics Support (ILS) for Coast Guard Systems and Equipments, COMDTINST 4105.2 (series)
- 4. Integrated Logistics Support Plan (ILSP) Development and Management Responsibility, COMDTINST 4105.1
- 5. Logistics Support Analysis (LSA), MIL-STD-1388-1A (NOTAL)
- 6. Logistics Support Analysis Record (LSAR), MIL-STD-1388-2B (NOTAL)
- 7. Supply Policy and Procedures Manual, COMDTINST M4400.19

8. Provisioning and Other Preprocurement Screening Manual, DOD 4100.38-M
 9. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8
 10. Coast Guard Standardization Program, COMDTINST 4200.38 (series)
 11. U.S. Coast Guard Specification for Provisioning Technical Documentation, SUPCENCB 4210-D-083-002 (NOTAL)
 12. U.S. Coast Guard Interim Support Item List (ISIL), SUPCENCB 4201-D-083-004 (NOTAL)
 13. Electronics Manual, COMDTINST M10550.25 (series)
- C. Policy. The provisioning process shall be used for all new acquisitions requiring maintenance and operational supply support.
1. For a major system acquisition, defined in the Systems Acquisition Manual, COMDTINST M4150.2 (series), the provisioning process shall be performed in accordance with this document and the Provisioning Manual for Major Systems Acquisitions, COMDTINST M4423.3.
 2. Acquisitions not qualifying as "Major System" but still requiring supply support shall be provisioned per the sponsor's requirements and the appropriate provisioning activity's provisioning procedures.
 3. Provisioning activities shall have documented provisioning procedures to ensure that initial and life cycle supply support is available.
 4. Provisioning and the associated allowances shall be based on clearly defined readiness objectives, maintenance programs, the appropriate provisioning model and available resources. Departure from the provisioning model must be approved by the acquisition manager or sponsor and documented for future reference.
 5. The complete provisioning process may not be required for a new mission essential system and/or equipment acquisitions when:
 - a. The documentation and repair/spare parts required for maintenance and repair are already available and their continued availability is assured, and
 - b. The Acquisition Manager as defined in the Engineering Logistics Concept of Operations (ECONOP), for whatever reason, has determined that documentation and supply support are not required. This determination shall be in writing and placed on file.

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6. The provisioning process (reprovisioning), when tasked and funded, shall be repeated as necessary to maintain the supply support of a platform through its various life cycle stages. (See Chapter 12, Supply Support Review Program, of this manual.)

CHAPTER 7. CATALOGING

- A. **Overview.** Cataloging includes researching and codifying all CG managed items of supply for registration into the CG and/or FSS. Identification data, Federal Supply Class (FSC) assignment, item characteristics, management criteria and associated Federal Logistics Information System (FLIS) data are formatted and submitted to DLSC for inclusion in the Federal Total Item Record (TIR). The cataloging process also consists of supply support coordination for items of supply for which the CG is a user but where the items are managed and supported by OGAs. The following functions comprise the overall cataloging process:
1. Item Entry. The initial documentation proposing the addition of a new item of supply into the FLIS. This includes the manufacturer's Commercial and Government Entity (CAGE) code, an item identifying reference number, salient characteristics and proposed management criteria.
 2. Technical Information Management. Developing cataloging, disseminating and maintaining current records of all relative descriptive data required to manage and advertise CG items of supply.
 3. Inter-service Supply Support. The coordination between the CG and OGAs required to establish, stock, store and issue an item of supply required by the CG but managed by an OGA. This includes direct supply support, Primary Inventory Control Activity/Secondary Inventory Control Activity (PICA/SICA) and dual management of support.
 4. Cataloging Related Programs. Full participation in DLA programs, e.g., Item Standardization Studies, Diminishing Manufacturers Source (DMS) cases, Government Industry Reference Data Edit Review (GIRDER), etc. to ensure that the CG has technical and logistical input into decisions that may impact our mission.

B. **Cataloging Directives.**

1. Federal Logistics Information System (FLIS) Procedures Manual, DOD 4100.39-M
2. Federal Catalog System Policy Manual, DOD 4130.2-M
3. Defense Standardization Manual, DOD 4120.3-M
4. Defense Integrated Materiel Management Manual for Consumable Items, DOD 4140.26-M
5. Defense Automatic Addressing System (DAAS), DOD 4100.29-M
6. Defense Inactive Item Program (DIIP), DOD 4140.32-M
7. Department of Transportation Participation in the Federal Catalog System, DOT 4420.3
8. Supply Policy and Procedures Manual, COMDTINST M4400.19A
9. Wholesale Inventory Management and Logistics Support of Multiservice Used Non-consumable Items, NAVSUPINST 4790.7
10. Federal Catalog System Logistics Data (FRMP 101-30.3), GSA Handbook

C. **Policy.**

1. ICPs shall perform all cataloging functions required to establish and maintain identification, technical and management data for CG managed items of supply.
2. ICPs shall actively interface with all cataloging related OGA activities to safeguard CG interests and prevent a negative impact on our mission.
3. ICPs shall establish inter-service supply support requirements/requests with OGAs to ensure uninterrupted support and maintenance as required. If there is a requirement to dual manage, ensure that a memorandum/response from PICA which provides the purpose and rationale for managing is enclosed in the stock number folder.

4. For cost effectiveness, dual stocking shall be kept at a minimum. However, when there is a need, ICPs are authorized to dual stock under the following conditions. If the material,
 - a. Is CG YARD retail inventory for a project,
 - b. Is for the repair facility at ARSC,
 - c. Is for HQ's projects,
 - d. Is coded as managed (including reparable) by the CG (PICA/SICA),
 - e. Management transferred from CG to OGA. Temporarily stock till Gaining Item Manager (GIM) is in the position to support the CG. Periodically, check with GIM on support.
 - f. Is mission or safety critical and reported to the OGA manager under a Quality Deficiency Report; ensure there is documentation in the stock record to support stock. Periodically, check with OGA manager on support.
 - g. Has a Long Lead Time (usually insurance), or mission/flight critical items,
 - h. Is managed as consumable to the OGA manager. However, repair calculations make it economical for the CG to repair as an intermediate level reparable,
 - i. Is type 1, 2, 4 and 6.

CHAPTER 8 - SUPPLY SUPPORT DATA MANAGEMENT

- A. Overview. The supply support data management process documents and validates platform level configuration and its associated allowance requirements. This includes all assigned platforms, systems, equipments and equipage defined in COMDTINST 4130.6, Coast Guard Configuration Management policy. The supply support data management process also addresses changes ensuring configuration and technical information control. Following are the products of the ICP generated configuration and supply support allowance process:
- a. The Aircraft Material Stocking List (CG-298) provides supply support allowance documentation for aircraft and air stations.
 - b. The Boat Outfit and System Support (BOSS) provides configuration and recommended supply support allowance documentation for standard boats under 65' in length that have no assigned Operating Facility Accounting Code (OPFAC).
 - c. The Combined Allowance for Logistics, Maintenance and Support (CALMS) provides Hull, Mechanical & Electrical (HM&E) configuration and supply support allowance documentation for standard CG Cutters 65' in length and larger with an OPFAC.
 - d. The Consolidated Shipboard Allowance List (COSAL) provides ordnance configuration and supply support allowance documentation of Navy-owned equipment installed at CG units. It also may include configuration and supply support allowance documentation of CG-owned small arms. The ordnance COSAL is often referred to as the CG ordnance CALMS.
 - e. The Electronics Repair Parts Allowance List (ERPAL) provides supply support documentation for standard electronic equipments installed at CG units.
 - f. The ERPAL for HM&E equipments (HM&E ERPAL) provides supply support documentation for HM&E electronic equipments installed at CG units.
- B. Supply Support Data Management Directives.
- 1. Long Range Planning of Logistics Support for Operational U.S. Coast Guard Cutters, COMDTINST 4105.4
 - 2. Coast Guard Configuration Management, COMDTINST 4130.6
 - 3. Cutter Configuration Control Board, HQINST 4130.5 (NOTAL)

COMDTINST M4121.4

4. Aircraft Configuration Control Board Process Guide (NOTAL)
5. Logistics Support for Deployed Units, COMDTINST 4080.1
6. Operational Logistics Support Plan (OLSP) Development and Management Responsibility, HQINST 4081.2 (NOTAL)
7. Afloat Supply Procedures Manual, COMDTINST M4400.17
8. Supply Policy and Procedures Manual, COMDTINST M4400.19
9. Coast Guard Standardization Program, COMDTINST 4200.38 (series)
10. Electronics Manual, COMDTINST M10550.25 (series)
11. Electronics Materiel Identification Manual, E/GICPINST M4410.5 (series) (NOTAL)
12. Ships Configuration and Logistics Support Information System (SCLSIS) Technical Specification 909-700 (series)
13. COSAL Use and Maintenance Manual, SPCCINST 4441.170
14. Policy for Navy Support of U.S. Coast Guard, OPNAVINST 4000.79
15. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
16. Systems Acquisition Manual, COMDTINST M4150.2 (series)

C. Policy.

1. Platform level configuration and supply support data shall be managed by the Configuration Control Board (CCB) process. See the Aircraft Configuration Control Board (ACCB) process Guide and/or HQINST 4130.5, Cutter Configuration Control Boards for applicable processes.
2. ICPs shall manage the configuration data and related supply support documentation for all platforms assigned under their cognizance. (See detail list of customers, Glossary 2 of this manual.) The tasking will identify the range and depth of the configuration, supply support and documentation required. Configuration Management (CM), Configuration Item (CI) and elements of CM are defined in COMDTINST 4130.6, enclosure (2). This shall include:
 - a. Initial preparation and issuance of a platform's configuration and applicable supply support documents,

- b. Updating and distributing the configuration and supply support data changes required to maintain the document, and
 - c. Providing training as required.
- 3. ICPs shall review Allowance Change Requests (ACRs) and forward them with recommendations including resource impact to the approving authority.
Note: The approving authority is normally the facility manager. This authority may be delegated in writing to the ICP.
- 4. ICPs are the receiving points for all Configuration Change Requests/Reports (CCRs). They shall review the CCRs and take appropriate action:
 - a. CCRs requiring approval shall be forwarded to the appropriate CCB with recommendations including resource impact,
 - b. If the CCR is approved, make adjustments to the configuration and supply support documents as applicable, and
 - c. If the CCR does not meet the criteria addressed in paragraphs 8.C.4.a and b above, no action is required.
- 5. ICPs, in accordance with the applicable directives, shall periodically validate the configuration and supply support documents of the operational units within their cognizance.
- 6. ICPs shall, at regular intervals, issue revised configuration and supply support documents to the operational units under their cognizance.

CHAPTER 9. SPARE PARTS BREAKOUT (SPBO) PROGRAM

A. Overview.

1. The SPBO program is a detailed technical research process focused on identifying competitive sources for parts that were previously purchased from a sole source. Since significant funds are expended for acquisition and management of parts, it is imperative we seek as much competition as possible.
2. The SPBO program at the CG ICPs has the following objectives:
 - a. Enhance competitive procurements,
 - b. Increase availability,
 - c. Improve reliability, and
 - d. Lower costs.

B. Spare Parts Breakout Directives.

1. Defense Federal Acquisition Regulation Supplement (DFARS), Appendix E - DOD Spare Parts Breakout Program
2. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8
3. Reporting Suspected Overpriced Parts, COMDTINST 4408.7
4. Spare Parts Control, SUPCENCBINST 4408 (series) (NOTAL)

C. Policy. ICPs shall:

1. Develop in-house procedures to accomplish the responsibilities and objectives outlined in the SPBO directives listed above,
2. Perform a SPBO limited/full screening of all spare parts carried in their inventory that are subject to breakout,
3. Assign Acquisition Method Codes (AMCs) and Acquisition Method Suffix Codes (AMSCs) to all spare parts maintained that are subject to breakout, and
4. Accumulate appropriate data and submit SPBO reports to G-SLP via Commandant (G-SEN or G-SEA) annually as required by COMDTINST 4408.8.

CHAPTER 10 - INVENTORY MANAGEMENT

A. Overview.

1. The Inventory Control Point (ICP) inventory management process involves obtaining, managing and delivering items of supply to Coast Guard (CG) platforms, systems and equipment. Timely and accurate categorization of ICP stock items at introduction and during life cycle management is essential to logistics support, valuation, and financial reporting.
2. Inventory items may be managed under either a demand based or non-demand based criteria. Each ICP shall ensure that the item coding accurately reflects the basis for maintaining a stocking level.
3. Inventory Managers (IMs) are assigned the primary responsibility for the management of assigned items of supply. IMs obtain and distribute stock in a manner that provides effective and efficient supply support to their customers. Stock is defined as consumable and repairable spare parts stocked at ICPs and at authorized Remote Stock Points, e.g., DLS, Contractor Facilities, ISCs, Navy Depots, etc. ICPs shall ensure that stock records are properly classified at all authorized locations by developing local processes to review the material held under each of the following categories.

a. Demand Based Inventory

- (1) Demand - An item of supply that is procured and stocked, and replacement is predicted as a result of usage. Stocking levels are based on known or anticipated usage. These stock items are considered Held For Sale/Use.
- (2) Demand Development - New item of supply that has not reached maturity to establish a demand history. Items are kept in a demand development category for a period of five (5) years from date of first registered demand. After the demand development period expires, items are re-categorized as demand. Most items in this category have extremely limited on hand quantities, or are procured and shipped to a customer after the customer submits a requisition. These stock items are considered Held for Sale/Use.
- (3) Long Supply - The quantity of demand based stock identified either by systematic or manual calculations that is above the economic retention limit or numeric insurance level and must be reviewed to see if economic retention factors can be applied. Because supply requirements usually fluctuate over a period of time, a long supply quantity which is 10 percent or less of the total stock quantity of the item is considered marginal and need not be reviewed or reduced. Any item with a quantity greater than 110% of 2 years worth of demand, including safety stock, must be processed IAW the Excess Decision Tree (Figure 10-2), as long as the item is no longer in the demand development period IAW 10.A.3.a.2. of this manual. ICPs will report the items that exceed 110% of 2 year demand plus safety stock to the Program Offices on an annual basis. Each ICP shall ensure that a documented process is in place to identify

new long supply candidates and to review stock previously identified as retained long supply items. Review results shall be reported, at a minimum, annually and whenever associated systems or end items are scheduled for phase out or retirement.

- (4) Safety stock - Is stock that provides protection against running out of stock during the time it takes to replenish inventory.
- (5) Excess stock - Is stock that exceeds the demand expected in normal operations because the quantity on hand is more than can be issued/sold in the foreseeable future, and that does not meet management's criteria to be held in reserve for future sale. Excess stock is a quantity of an item that has been declared excess after review by logistics personnel. Determination of excess stock shall include demand criteria, user population, lead time, special production considerations, and non-demand based engineering changes or projects. Inventory Managers shall refer to the Excess Material Decision Tree (Figure 10-2) when making excess material determinations. Excess stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.
- (6) Obsolete stock - Is a quantity of an item that is no longer useable due to changes in technology, laws, customs or operations. The asset is determined obsolete if no future usage is projected for that item (or subcomponents) for any Coast Guard unit. Inventory Managers shall refer to the Obsolete Material Decision Tree (Figure 10-3) when making obsolete material determinations. Obsolete stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.
- (7) Unserviceable (scrap, condemned) - Is stock that is damaged and can no longer be economically repaired. Unserviceable assets are those that have been determined that it is more cost effective to re-procure than to repair the stock item. Inventory Managers shall refer to the Unserviceable Material Decision Tree (Figure 10-4) when making unserviceable material determinations. Unserviceable stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.

b. Non-Demand Based Inventory

- (1) Foreign Military Sales (FMS) - An item of supply that is held for authorized recipients for a specified period under guidelines established by Commandant International Affairs (CG-922). FMS material must be screened for federal reuse first. Once federally screened the items are made available to the FMS program. Items held exclusively for FMS shall be considered obsolete stock and valued at net realizable value. Net realizable value shall be based on the guidelines for reimbursement to the CG contained in the guidelines established by G-CI. If the FMS items are also used by current CG assets then these stock items are considered Held for Sale/Use and are not considered obsolete. Each ICP shall develop a process for local FMS oversight. Inventory records will be

coded in a manner that clearly identifies FMS stock. FMS assets shall be reviewed annually to ensure that the FMS agreement remains in place.

- (2) Insurance Item - An item of supply that is procured and stocked because essentiality dictates that a minimum quantity be available in the supply chain. No replacement is predicted through normal usage, but if damage or loss occurs through accident, abnormal equipment or system failure, or other unexpected occurrences, lack of replacement would seriously degrade the operational capability of the system or platform. The quantities listed below may be exceeded based on the Inventory Manager's documented need or forecast, the supply status of the item, investment costs and the expected cost of non-availability. The Inventory Manager shall document the circumstances and retain for future reference. Annual review and documentation of any insurance item managed over the quantity of two is required. Documentation shall be maintained in the National Item Identification Number (NIIN) folder. The stocking levels in Figure 10-1 are applicable for insurance items:

If...	And...	Then...
The procurement lead time for an item is < 24 months...	The item is installed on < 25 platforms...	No more than 1 item may be stocked for insurance purposes.
	The item is installed on ≥ 25 platforms...	No more than 2 items may be stocked for insurance purposes.
The procurement lead time for an item is ≥ 24 months...		No more than 2 items may be stocked for insurance purposes.

Figure 10-1

- (3) Navy-Type, Navy-Owned (NTNO) - Standard Navy type equipment which is procured by the Navy, or with Navy funds, and used by the Coast Guard in support of Navy mission requirements. These stock items are excluded from Coast Guard financial reporting, and are reported to the Navy in accordance with published Navy reporting requirements. The Navy provides funding for repair of this equipment or in some cases provides equipment as free issue to the Coast Guard. A majority of the surface fleet NTNO material is furnished directly from the Navy to individual Coast Guard units and may be subject to ICP management. All aviation NTNO material is managed/issued by ARSC.
- (4) Project Materiel - An item of supply that is held for a specific purpose, with a specific start and end date, and a specific authorized recipient. These stock items are considered Held in Reserve for Future Sale/Use.

- (5) Government Furnished Material (GFM) - An item of supply that is issued and consumed in the manufacturing or repair process. This item is not returned to the ICP. These stock items are considered Held in Reserve for Future Sale/Use.
 - (6) Government Furnished Equipment (GFE) - An item of supply that is used to assist in the manufacture or repair process. The item is loaned and is returned to the ICP after completion of repair or manufacture. These stock items are considered Held in Reserve for Future Sale/Use.
4. The inventory management process is influenced by many variables, such as:
- a. The provisioning process,
 - b. Funding levels and sources,
 - c. Operational criticality,
 - d. Inventory stratification,
 - e. Projected materiel availability over the life cycle of the item,
 - f. Procurement and repair lead time,
 - g. Reparability of the item of supply,
 - h. Variability of demand,
 - i. Valuation requirements, and
 - j. Accounting and Reporting requirements.

B. Inventory Management References.

- 1. Code of Federal Regulations, Title 41 CFR, part 101-27, section 3
- 2. Depot Maintenance Inter-service Agreements, OPNAVINST 4790.14
- 3. Policy for Navy Support of U.S. Coast Guard, OPNAVINST 4000.79
- 4. Coast Guard Engineering Logistics Concept of Operations (ECONOP), COMDTINST 4100.7 (series)

C. Policy.

ICPs shall:

- 1. Develop and maintain local criteria and documentation to identify stock items and apply economic retention factors as defined in Title 41 CFR, part 101-27.
- 2. Develop and document cost effective inventory management processes that provide sustainment for platforms, systems and equipment.
- 3. Manage ICP stock in the following manner:
 - a. Materials under the cognizance of Aircraft Repair and Supply Center (ARSC) shall be managed as Operating Expense (OE) items, free issue.
 - b. CG demand items, consumable and repairable, under the cognizance of Engineering Logistics Center (ELC) should be initially managed as OE items. Usage data for

consumables shall be monitored for possible item transfer to Supply Fund (SF) management.

- (1) Consumable OE managed items experiencing four (4) or more demands within one (1) year shall become a candidate for transfer to SF management.
 - (2) Consumable OE managed items experiencing eight (8) demands within a two (2) year period should normally be transferred to SF management.
4. Stratify and document long supply and insurance item stock quarterly. Items determined not to be economical to stock, or that can be managed by OGA (request supply support from OGA), or that can be purchased locally from commercial market, or that due to configuration changes are being phased out, shall be coded terminal waiting for disposition action.
5. Develop and maintain reparable programs (See Chapter 11, Repairables Program chapter of this manual).
6. Enter into PICA/SICA supply support arrangements with OGAs as necessary to meet customer requirements.
7. Position stock as necessary to enhance supply support. Demand stock levels shall be based on Supply Chain Management principles best suited to the commodity of supply managed. Insurance item stocking levels shall be determined by the method addressed in Figure 10-1.
8. Dispose of excess stock through the Defense Reutilization and Marketing Office (DRMO), Defense Material Return Program, or other approved methods as outlined in the CG Personal Property manual, COMDTINST M4500.5.

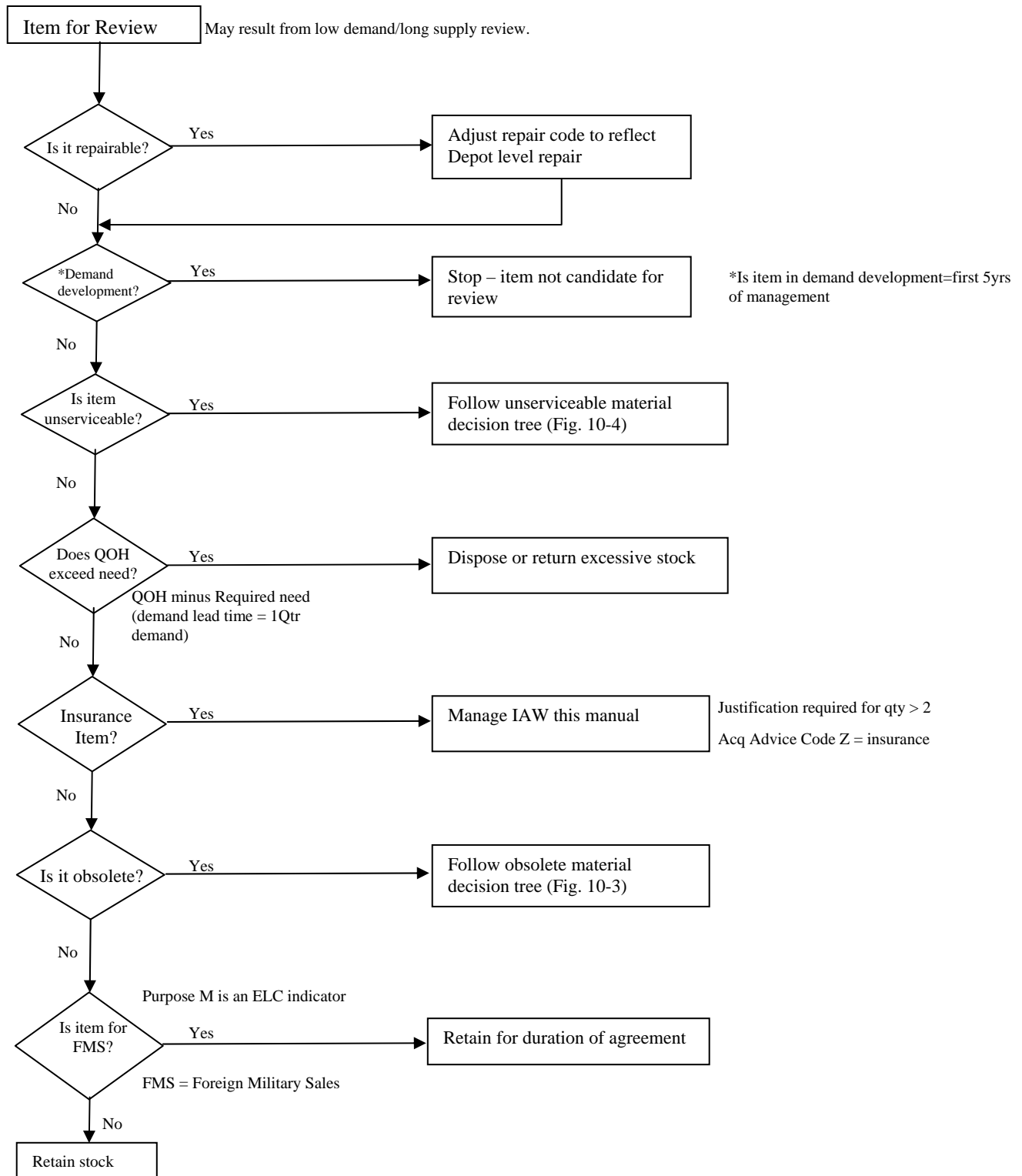
Excess Material Decision Tree**(Demand Based Inventory)**

Figure 10-2

Obsolete Material Decision Tree

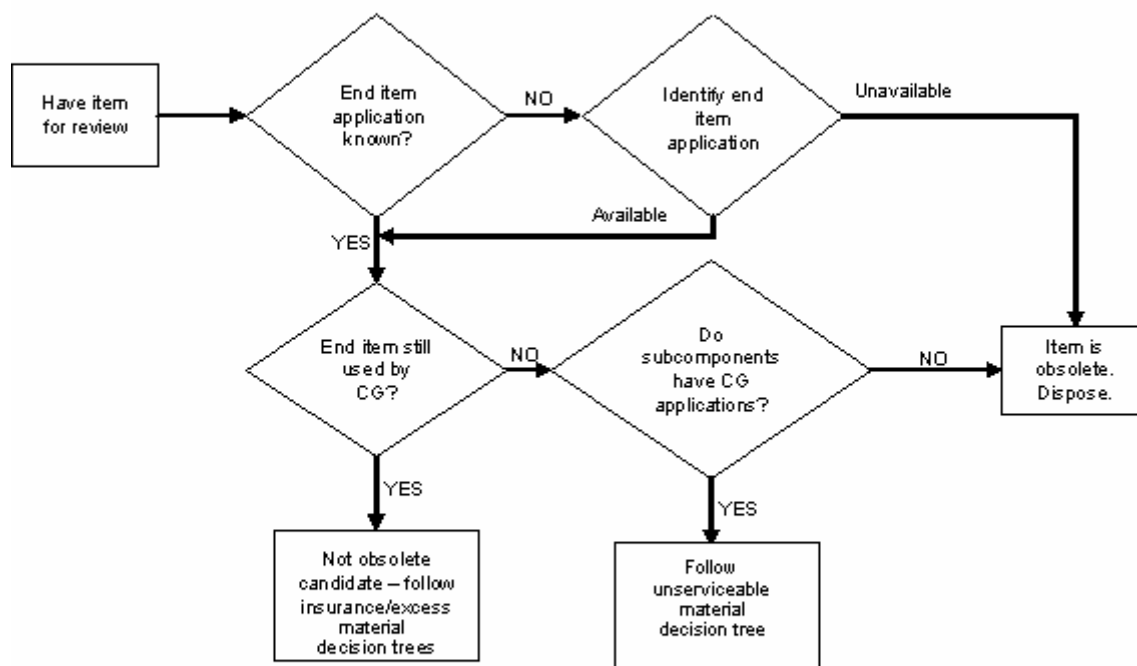


Figure 10-3

Unserviceable Material Decision Tree

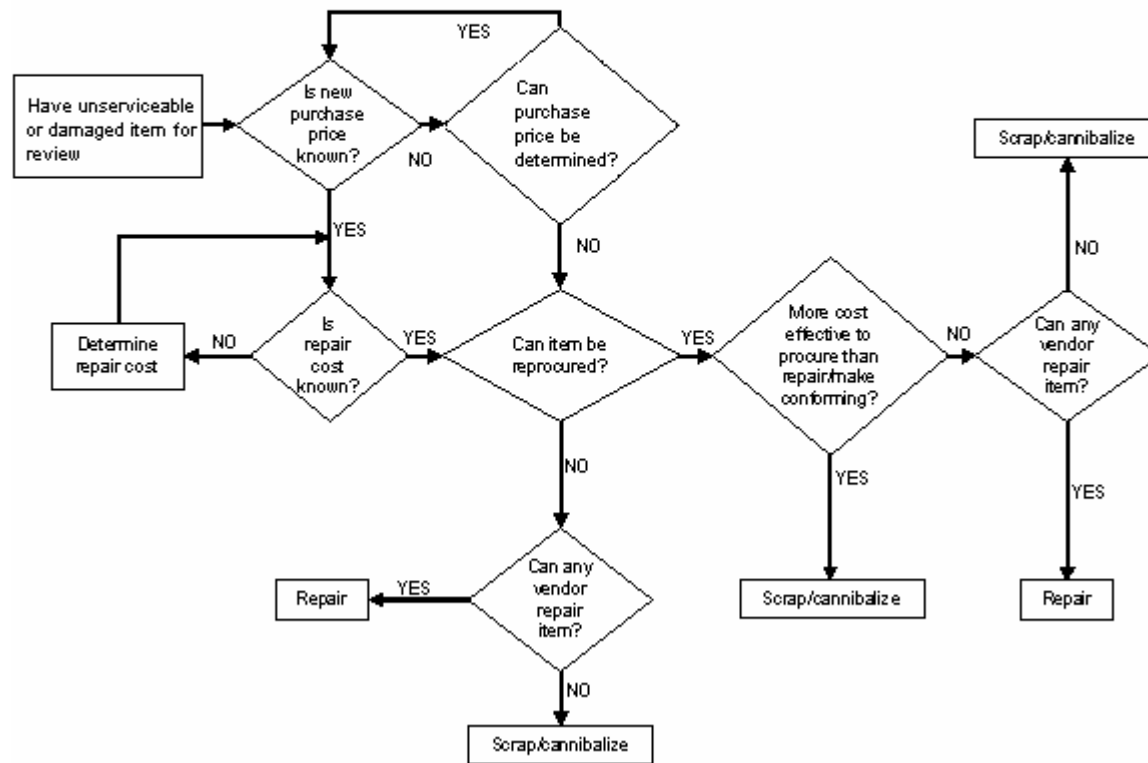


Figure 10-4

Insurance Material Decision Tree

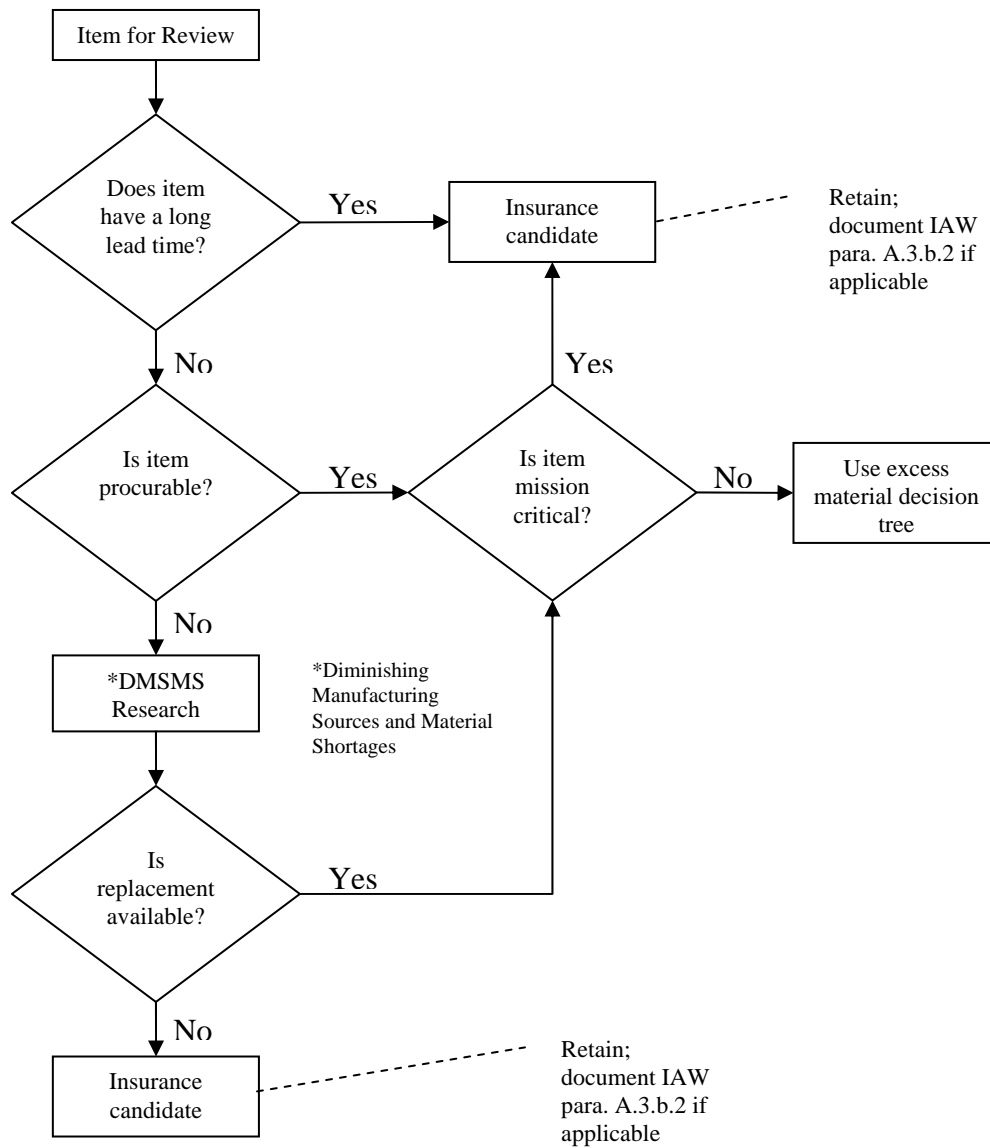


Figure 10-5

CHAPTER 11 - REPARABLES PROGRAMS

- A. Overview. The reparable policy described in this chapter relates to ICP management of Depot Level Repairable (DLR) assets. A reparable asset is an item that, when unserviceable, normally can be economically restored to a serviceable condition through repair procedures. Many equipment(s), assemblies and subassemblies are candidates for the reparable program. The repair of an unserviceable item, as an alternative to replacing it with a new one, is a method of supply support that may be an economical and effective means of satisfying maintenance requirements. However, the fact that an item can be repaired and returned to service does not mean it is always economical or efficient to do so.
1. The decision to repair an item must be based on several parameters; preventive and corrective maintenance support plans, product availability, Economic Repair Quantity (ERQ), operational requirements, quantity on hand, demand requirements, and sound economic principles. The initial determination and level to repair a reparable candidate normally occurs before or during the initial provisioning process during the development of the maintenance plan. The plan includes information necessary to establish the source maintenance and recoverability (SM&R) code. The maintenance plan also designates the lowest maintenance level that is authorized to perform a specific task on an asset. The maintenance levels may be designated as reparable at the organizational or depot level. Items coded with a repair code of 'R' indicate depot level reparables that are repairable at the ICP level. All other items are treated as consumable from the ICP perspective. However, during the management life of the item, some consumable items may meet the reparable criteria as they become obsolete and replacement is no longer available or cost effective. Additionally, items originally designated as reparable may no longer remain repair worthy as sufficient assets exist on hand to meet the asset life cycle.
 2. Aircraft Repair and Supply Center (ARSC) and Engineering Logistics Center (ELC) reparable programs address only Depot Level Repairs (DLRs) under their cognizance.
- B. Reparables Program References.
1. Code of Federal Regulation Title 41 CFR, part 101
 2. DoD Supply Chain Materiel Management Regulation, DoD 4140.1-R
 3. Depot Maintenance Inter-service Agreements, OPNAVINST 4790.14
 4. Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)

C. Policy.

1. Every Coast Guard unique item shall be considered for a reparable program candidate review process.
2. A reparable asset is an item with a support plan that, when the item is unserviceable, calls for restoration to a serviceable condition through economical repair procedures. Assets not meeting these criteria are classified as consumable.
3. The candidate review process shall consider the maintenance support plan, resource requirements, material availability, on-hand quantities, production lead and/or repair turn around time, ERQ and the customer's operational readiness requirements before entering a candidate into the reparable program. Inventory Managers shall refer to the Repair Code Classification Decision Tree (Figure 11-1) when making repair code determinations.
4. Material deemed to be worthy of depot level repair will remain the property of the ICP regardless of the physical location of the material. The ICP shall be responsible for all management decisions, accountability, and condemnation or disposal decisions.
5. ICPs shall develop and maintain an effective DLR program with well-documented procedures. The program will address both the initial determination process and a review of existing decisions.
 - a. A minimum of 10% of the existing reparable items will be selected from the quarterly statistical sample for review.
 - b. A reparable review shall be conducted when the associated asset or end-item component is identified for logistics update or disposal.
 - c. The review will be recorded in the NIIN/item folder.
 - d. The review shall include the following elements:
 - (1) Identification and recording of inactive items and quantities exceeding the known or projected demand.
 - (2) Classification changes from depot-level reparable to field-level reparable or consumable shall also be reflected in updated source, maintenance, and recoverability (SMR) codes to ensure that the classification of an item continues to provide the most economical support throughout the life of the item.
 - (3) Requisition activity shall be reviewed to ensure that the inventory end item application code accurately reflects actual usage.
 - e. In the case of older assets with infrequent replenishments, it may be beneficial to review the purchase and repair price to determine the benefits of utilizing a replacement cost in analysis. Use of a replacement cost as a function of the

repair/replace criteria recognizes the fact that the unit price of a reparable item, as provided by the contractor during the initial supply support acquisition stage is generally an estimate. This estimate may not be representative of the actual cost of an item if procured at a later date. The replacement cost of an item, when the item is out of production or when purchased in small lots, can be significantly higher than the initial acquisition cost. ICPs may, therefore, consider the unit price provided and may estimate the replacement cost. If a replacement cost estimate is used, the estimate will be based on experience with similar items, knowledge of materiel costs, current market conditions, source availability, and item uniqueness. In arriving at the replacement cost, and determining the applicable repair code, all pertinent data provided by the cognizant acquisition or program/support managers and the procurement activities, as appropriate, will be considered by the ICPs. The repair/replace decision is the joint responsibility of the cognizant acquisition or program/support manager and the cognizant ICP, and will be supported by a business case.

6. ICPs shall maintain documentation to support reviews and detailed reparable item records in an audit ready status. The results and documentation of the reparable support determination reviews shall be maintained by the ICPs in the NIIN/item folder.
7. Repair costs shall be updated at least annually. When no historical data is available, engineering or technical estimates of current manufacturer repair or market repair quotes can be utilized. Repair lead times will be updated at the same time as repair cost.
8. ICPs may enter into rotatable pool agreements with maintenance/support managers as necessary to improve supply support and reduce costs.
 - a. Item of supply candidates for rotatable pool management must meet all of the following criteria:
 - (1) Managed as a Mandatory Turn-in Reparable (MTR) item of supply,
 - (2) Have an average annual demand rate that makes it more efficient to fill using a rotatable pool and system stock inventory than just system stock inventory alone,
 - (3) Be an item of supply which has several cycles of useful life, and
 - (4) Meet any other additional criteria unique to the rotatable pool candidate or the platform it supports.
 - b. The rotatable pool custodian is responsible for repairs when the supply item is in rotatable pool status.
 - c. Rotatable pool visibility shall be maintained by the ICP.
 - d. Rotatable pool custodians shall provide annual validations as to the existence, count, and condition of the assets.

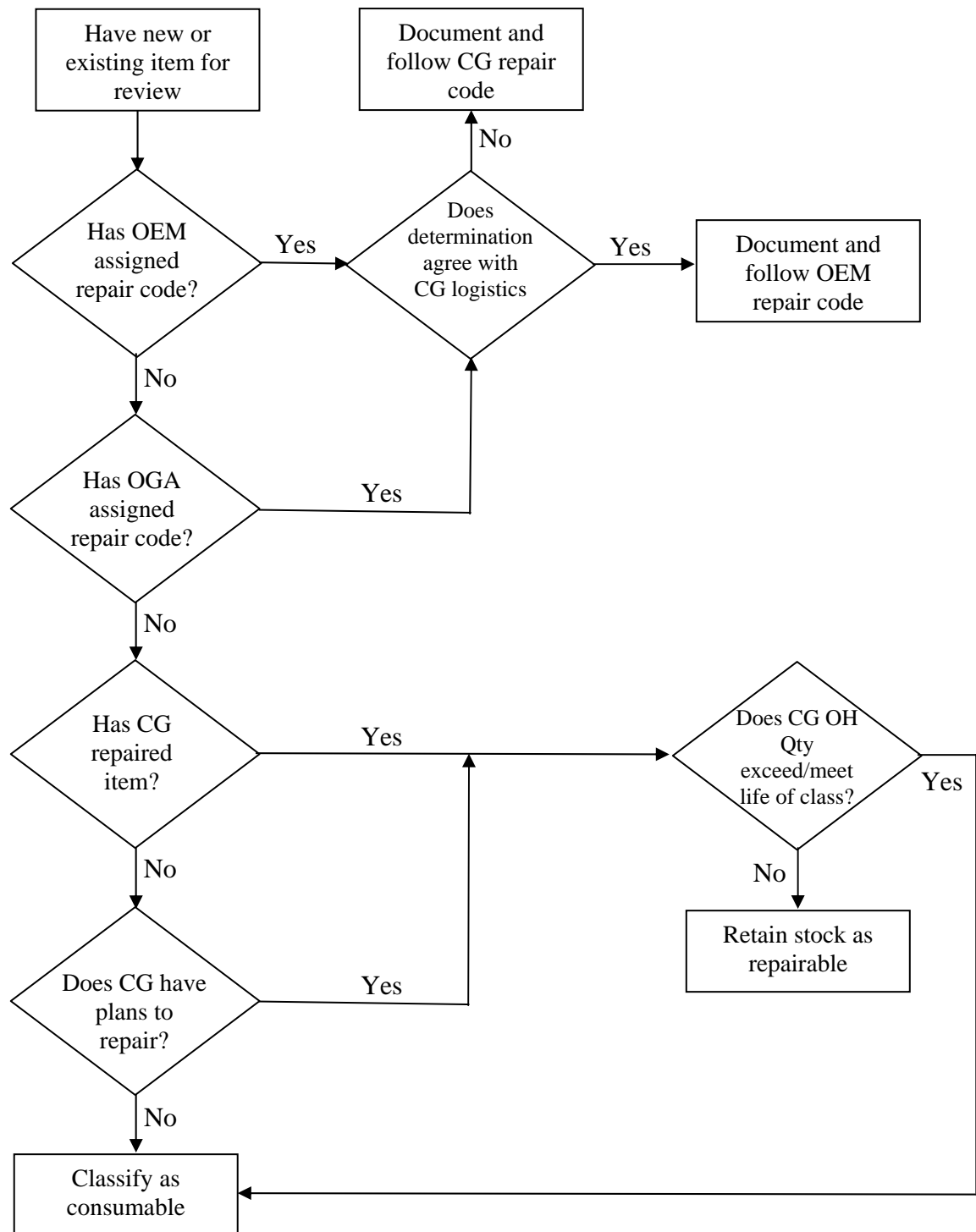
Repair Code Classification Decision Tree

Figure 11-1

CHAPTER 12 - SUPPLY SUPPORT REVIEW PROGRAM

- A. Overview. Often, after a platform is fielded, the operational mission and/or maintenance requirements change and the initial supply support projections no longer meet program requirements. Also, as a platform ages and enters different life cycle phases, supply support requirements change. For these reasons and others, supply support must be reviewed at regular intervals.
- B. Supply Support Review Program Directives.
 - 1. Long Range Planning of Logistics Support for Operational U.S. Coast Guard Cutters, COMDTINST 4105.4
 - 2. Coast Guard Standardization Program, COMDTINST 4200.38 (series)
- C. Policy.
 - 1. ICPs shall maintain a supply support review program for each platform under their cognizance. Supply support reviews shall ensure that adequate supply support is in place or initiate a reprovisioning action. This is designed to provide adequate supply support during the sustainment life cycle.
 - 2. The supply support review program shall be the basis for documenting funding and other resource adjustments required to sustain adequate platform supply support.
 - 3. Supply support reviews shall be conducted at scheduled intervals per ICP directives.

CHAPTER 13 - WAREHOUSE MANAGEMENT

- A. Overview. Warehouse management encompasses both care of material and physical asset accountable aspects of inventory. There are many functions and interrelationships required to ensure proper warehouse management, such as:
1. Accountability. The warehouse is responsible for accountability of material while in its physical possession.
 2. Physical Inventory. See Chapter 16, Physical Inventory, of this manual.
 3. Security. Much of the material received, stored, issued, and shipped creates an environment in which possible pilferage/loss is a constant concern. For these reasons, and to ensure mission accomplishment, appropriate security measures are required for the protection of items of supply. Measures, such as locking devices, intrusion detection devices, protective lighting, access control and personnel training, are required to sustain an effective security management program.
 4. Hazardous Material (HAZMAT). HAZMAT are materials which by virtue of their inherent characteristics require additional control to ensure adequate safety to life and property. They are identified at the time of procurement and packaged, packed, marked and stored to provide the proper degree of protection.
 5. Packing and Preservation. Items of supply require protection from deterioration and damage during storage, shipment and handling. The packing and preservation process provides the proper degree of protection required at the minimum cost.
 6. Traffic/Shipping. The traffic/shipping process is the preparation, packing, marking and shipping of CG items of supply in such a way that safe delivery to the customer is assured.
- B. Warehouse Management References.
1. Storage and Materials Handling, DOD Regulation 4145.19-R-1.
 2. Shelf-Life Management Manual, DOD 4140.27-M.
 3. Industrial Security Manual for Safeguarding Classified Information, DOD Manual 5220.22-M.
 4. Information Security Program Regulations, DOD Regulation 5200.1-R.
 5. Industrial Security Regulations, DOD Regulation 5220.22-R.
 6. Code of Federal Regulation, Titles 29 CFR and 49 CFR.
 7. Preparing Hazardous Materials for Military Air Shipments, AFJMAM 24-204.
 8. U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series).
 9. Transportation of Freight, COMDTINST M4610.5 (series).

10. Transportation Acquisition Regulations (TAR)
11. MILSTRIP Manual, DOD 4000.25-2-M
12. DoD Supply Chain Materiel Management Regulation, DoD 4140.1-R
13. Classified Information Management Program, COMDTINST M5510.23

C. Policy.

1. The ICPs shall establish and maintain inventory records, financial documents and physical safeguards over warehoused material.
2. Ready-for-issue material shall be maintained so as to minimize the need for inspection, testing, and re-preservation at the time of shipment and to maintain readiness at an optimum level. Ready for Issue stock shall be stored separately from Not Ready for Issue stock.
3. Items of supply shall be preserved, packed, and marked as required prior to placement into storage and stored in an appropriate storage facility and environment. Consumable items do not need to be marked with a condition code unless it is other than "A" condition. Items stored loosely/unpacked shall have the NSN clearly marked on the item, storage container, storage bin, rack or pallet.
4. Packaging and preservation inspections shall be conducted IAW references 7 & 9. Material found to be deteriorated or in need of re-preservation shall be restored to ready-for-issue condition as required.
5. Items of supply requiring periodic functional and/or shelf life testing shall be inspected as required, then repackaged and re-preserved to a ready-for-issue condition.
6. Physical inventories shall be conducted to ensure accuracy of items of supply. The policies, procedures, and reporting requirements for physical inventory contained in Chapter 16 shall be followed.
7. Classified, sensitive, pilferable, controlled, and hazardous materials shall be procured, marked, handled, stored, shipped and disposed of per applicable directives and regulations. ICPs shall procure and stock only the minimum quantities of hazardous materials necessary to satisfy their customer's operational requirements.
 - a. Definition of classified, sensitive, pilferable, controlled and hazardous materials:
 - (1) Classified Items. Materiel which requires protection in the interest of National Security. (see reference 13)

- (2) Sensitive Items. Materiel which requires a high degree of protection and control due to statutory requirements or regulations (i.e., precious metals, gems, which are of a high value, highly technical, or hazardous nature).
 - (3) Pilferable Items. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft. The items should have a minimum dollar value of \$100 or more.
 - (4) Controlled Materials. Any item defined by the command to be controlled.
 - (5) Hazardous Materials. Materials that the Department of Transportation has determined to be a risk to health, safety and property; includes items such as explosives, flammable liquids, poisons, corrosive liquids and radioactive material.
8. ICPs shall develop and manage a traffic/shipping and receiving program that:
- a. Receives materials, performs quality inspections to validate the count, condition, packaging, marking, and to identify obvious damage. The time standard for processing receipts are as follows:
 - (1) Materiel is considered to be in storage when it reaches either a temporary or permanent location. This does not include materiel received at Defense Contract Management Command (DCMC) receiving locations.
 - (2) Recording asset receipts and making asset records visible from the point of inspection and/or acceptance shall normally be accomplished within 24 hours (except holidays and weekends).
 - (3) Receipts will be processed within ten calendar days of vendor or carrier delivery.
 - b. Schedules, routes, tracks and expedites shipments, including priority and local pickup and delivery, and establish Time definite delivery standard procedures to comply with the standards laid out in reference 12.
 - c. Ensures that packing and shipping containers protect their contents during shipment so that materials are delivered to the customer without damage.
9. When the last item is issued from a warehouse location and the IT system for the ICP does not have a fixed location to stock number established the ICP shall reduce the on-hand balance for the location to zero and disassociate the stock number from the location.

CHAPTER 14 - QUALITY ASSURANCE (QA)

- A. Overview. The QA process ensures that the CG solicits and awards contracts for the correct products and services, and the products offered comply with the contractual requirements. The program provides methods of verifying all phases of the contractor's manufacturing processes; inspections, certified testing, personnel qualifications and documentation. The QA process also ensures that the products are packaged, delivered and properly warehoused. (See Chapter 13, paragraph C of this manual.) To accomplish its tasks, the QA process must interact with various other processes, mostly procurement and warehousing/supply management.
- B. Quality Assurance Directives.
 - 1. Federal Acquisition Regulations (FAR)
 - 2. Specification Development Manual, COMDTINST M4121.3
 - 3. Comptroller Manual Vol. X, Quality Assurance, COMDTINST M4855.1
 - 4. Defense In-Plant Quality Assurance Program, DSAH 8200.1
 - 5. SCCB Contract Quality Assurance, CHQASINST 4855.2 (series) (NOTAL)
- C. Policy
 - 1. ICPs shall ensure that QA is appropriately addressed when soliciting for products and services. This may include:
 - a. Ensuring that applicable QA standards are included in all contractual agreements,
 - b. Reviewing Statements of Work,
 - c. Performing pre-award and post-award contract/contractor surveys,
 - d. Conducting Contractor Initial Contact (CIC) quality audits, and
 - e. Reviewing contractor's procedures to ensure they conform to the contractual requirements.
 - 2. ICPs shall perform QA inspections as required by the contract. The inspections may be at point of origin and/or the receiving location. This may include:

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- a. Conducting various material inspections, such as first article inspection and/or performing/witnessing performance tests, to insure the product or services conforms to contract requirements,
 - b. Ensuring packaging and packing conforms to contract requirements and that no obvious shipping damage has occurred, and
 - c. Ensuring that all contractually required identification markings and documentation accompany the deliverable (this is a critical element of the aviation QA process).
3. ICPs shall conduct and/or assist OGAs as necessary in various QA investigations to ensure that the U.S. Government receives the products and services contracted for. Areas of consideration shall include but not be limited to: Operational critical parts, bogus parts, substandard material, use of correct specifications and markings.
4. ICPs shall ensure warehouse QA programs are installed to ensure the products and services delivered meet the customers requirements.
5. The QA process shall investigate customer complaints and deficiency reports, identify the reason for the complaint report and forward to the appropriate activity for corrective action. Also, conduct follow-up surveys to ensure that corrective action was taken and the deficiency corrected.

CHAPTER 15 - MEASUREMENT AND REPORTING REQUIREMENTS

- A. **Overview.** Measurement is the process that allows an organization to confirm processes are performing as intended. The Coast Guard must be an effective steward of the taxpayer's dollars and must make fact-based business decisions. Much of the information to support those decisions comes from measurement, or metrics. The feedback provided by the metrics is applied to improve supply chain processes that support Coast Guard operations.
- B. **Measurement and Reporting Requirements References.**
1. Government Performance and Results Act (GPRA), Public Law 103-62.
 2. Coast Guard Logistics Doctrine, COMDTINST 4000.5 (series).
 3. Coast Guard Measurement Strategy and Responsibilities, COMDTINST 5224.9 (series).
- C. **Policy.**
1. Inventory Control Points (ICPs) shall develop and maintain a process for measuring and monitoring performance of their internal functions in accordance with the directives contained in paragraph B.
 2. ICPs shall develop and provide to their respective program office the Quarterly Inventory Control Effectiveness (ICE) report. Instructions for completing the ICE Report are contained in Exhibit 15-1.
 3. External inquiries regarding the status of supply operations will be submitted to the ICP's cognizant program office. The program office will coordinate responses with the ICP.
 4. ICPs shall fully document and support the collection methodology for figures reported on the ICE Report.

Exhibit 15-1

INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT

- A. **Category.** The ICE report has two categories, Operational Metrics and Inventory Metrics. Performance goals exist for most metrics in each category. They are the acceptance levels for the ICPs.
- B. **ICE Report Form CG-5644 (2/05) (RCN-4121-1) Preparation Instructions.** The following report heading/column instructions are provided for preparing the ICE Report.
1. **Unit Name.** Enter the name of the ICP reporting activity in the upper right side of report.
 2. **Period.** Enter the applicable fiscal quarter and fiscal year (example: 1st QTR FY03). Data entered in the report reflect only activity occurring during that quarter.
- C. **Operational Metrics.** The following metrics measure and assess the ICP's performance related to customer support, asset management, and readiness during the reporting period.
1. **Issue Effectiveness** (Customer Requisitions). This metric reports as a percentage the number of requisitions during the reporting period immediately satisfied by issues from ICP stock.
 - a. Number of Requisitions. Enter the total number of requisitions accepted at the ICP.
 - b. Number of Immediate Issues from Stock (Point of Entry (POE)). Enter the total number of customer issues immediately filled from stock.
 - c. Issue Effectiveness Rate. This percentage is computed by dividing the number of issues by the number of requisitions and multiplying the result by 100, [(1.b/1.a) x 100]. The performance goal for issue effectiveness is $\geq 90\%$.
 2. **Issue Denials** (All Requisition Types). This metric reports as a percentage the number of materiel release orders directed for shipment that were not shipped by the warehouse or distribution activity.
 - a. Number of Issues. Enter the total number of issues. This includes all issues made within the system (i.e., customer issues, issues to disposal, issues to repair, special issues, etc.).
 - b. Number of Denials. Enter the total number of warehouse denials.
 - c. Denial Rate. This percentage is computed by dividing the number of denials by the number of issues and multiplying the result by 100, [(2.b/2.a) x 100]. The performance goal for denial rate is $\leq 1\%$.
 3. **Receipt Processing** (Inventory receipts processed within 10 days). This metric reports as a percentage the ICP's on time receipt processing performance. It is measured from the time the material is received at the door until the on-hand balance reflects the new quantity of on-hand assets available for issue.

- a. Number of Receipts processed (door, accept, receipt). Enter the total number of inventory receipts processed.
 - b. Number Processed On Time. Enter the total number of inventory receipts processed within 10 days from door date to asset available date.
 - c. On Time Receipt Rate. This percentage is computed by dividing the total number of inventory receipts processed on time by the total number of inventory receipts processed and multiplying the result by 100, $[(3.b/3.a) \times 100]$. The performance goal for the on time inventory receipt is $\geq 90\%$.
4. Weighted Average Price Algorithm Verification. The weighted average price is used for valuing inventory items. This metric is designed to ensure that the weighted average price algorithm is correctly valuing the ICP's inventory. Results are reported as a percentage.
- a. Number of items checked. Enter the total number of receipts checked for valuation accuracy.
 - b. Number of items without errors. Enter the number of receipts without valuation errors.
 - c. Verification Accuracy Rate. Verification accuracy rate is computed by dividing the number of items without errors by the number of items checked and multiplying the result by 100, $[(4.b/4.a) \times 100]$. The performance goal for valuation accuracy is $\geq 99\%$.

D. Inventory Metrics.

- 1. Inventory Composition (Period End). This metric reports the volume and value of inventory.
 - a. Total line items. Enter separately the total inventory line items of OM&S and PP&E material as of the end of the reported period.
 - b. Total value of inventory. Enter separately the total value of the OM&S and PP&E inventories as of the end of the reported period.
- 2. Inventory Disposals. This metric reports the value of inventory issued to disposal as excess, obsolete, or unserviceable as defined in Chapter 10.
 - a. Value of excess items issued to disposal. Enter the extended total dollar value of excess items issued to disposal.
 - b. Value of obsolete items issued to disposal. Enter the extended total dollar value of obsolete items issued to disposal.
 - c. Value of unserviceable items issued to disposal. Enter the extended total dollar value of unserviceable items issued to disposal.

3. CFO Statistical Sample Inventories. This metric reports results of the quarterly statistical sample inventory. The figures reported in the metric are drawn from the report of quarterly inventory results that are tied to the ICP Balance Sheet for the same period.
 - a. Value of Universe. The dollar value of the items contained in the OM&S and PP&E sample universes.
 - b. Number of Items in the OM&S and PP&E Universes. Enter the total number of inventory line items in statistical sample universe.
 - c. Value of OM&S and PP&E Sample. Enter the dollar value of inventory items contained in the statistical sample.
 - d. Number of items in OM&S and PP&E Sample. Enter the total number of items contained in the statistical sample.
 - e. Number of adjustments posted for each quarterly sample. Enter the sum of inventory gain and loss adjustments.
 - f. Value of adjustments posted for each sample. Enter the net value of inventory adjustments.
 - g. CFO results (pass/fail). Indicate pass/fail based on a minimum 95% confidence interval and a 95% dollar value accuracy goal.

E. **Additional Remarks.**

1. Additional remarks and amplifying information can be added at the bottom of the form. Any exclusions and/or inclusions to the above data results shall be kept on file by the ICPs.

RCN-4121-1

UNIT NAME

PERIOD: _____

INVENTORY CONTROL
EFFECTIVENESS REPORT

CATEGORY	Total	Goal
OPERATIONAL METRICS:		
1. Issue Effectiveness (Customer Requisitions)		
a) Number of Requisitions		
b) Number of Issues from Stock (Point of Entry (POE))		
c) Issue Effectiveness Rate (%)		=/> 90%
2. Issue Denials (All Requisition Types)		
a) Number of Issues		
b) Number of Denials		
c) Denial Rate (%)		=/< 1%
3. Receipt Processing (Inv receipts within 10 days)		
a) Number of Receipts Processed (Door, Accept ,Receipt)		
b) Number Processed on Time		
c) On Time Receipt Rate (%)		=/> 90%
4. Weighted Average Price Algorithm Verification		
a) Number Items checked		
b) Number of Items without errors		
c) Verification Accuracy Rate (%)		=/> 99%
INVENTORY METRICS:		
1. Inventory Composition (Period End)		
a) Total Line Items		
b) Total Value of Inventory		
2. Inventory Disposals		
a) Value of excess issued to disposal		
b) Value of obsolete issued to disposal		
c) Value of unserviceable issued to disposal		
3. CFO Statistical Sample Inventories		
a) Value of Universe		
b) Number of items in Universe		
c) Value of Sample		
d) Number of items in Sample		
e) Number of adjustments posted		
f) Value of adjustments posted		
g) CFO results, confidence interval		Pass/Fail
h) CFO results, \$ value accuracy		Pass/Fail

Additional remarks:

CHAPTER 16 - PHYSICAL INVENTORY POLICY AND PROCEDURES

A. Overview.

1. The physical inventory control program addresses the policy, procedures, accountability and responsibilities the Inventory Control Points (ICPs) have for maintaining:
 - a. Consumable Spares,
 - b. Reparable Spares, and
 - c. Inventory (Supply Fund and YARD Fund).
2. Unless otherwise specified, any reference to “inventory” in this chapter includes Consumable Spares, Reparable Spares, and Inventory as defined above.
3. The Inventory Control Points (ICPs) are responsible for material received and stored in each of their respective warehouse facilities and the material recorded in their logistics and financial information systems. This includes care, custody, receipt, storage, issue, disposal, location survey, location reconciliation, internal controls checks, research and resolution, supply discrepancy report initiation, safety material on ALMIS and NESSS, and investigating and assessing financial liability for loss, damage, and destruction of inventory under control of the ICPs.
4. The basic physical inventory elements include:
 - a. Conducting physical existence and completeness inventories,
 - b. Researching inventory discrepancies and causes for adjustments, and
 - c. Reconciling accountability and financial record variances (e.g., physical counts).
5. Reporting procedures exist to monitor performance measures on the effectiveness of the physical inventory control.
6. The USCG Physical Inventory Control Program complies with:
 - a. The Government Management and Reform Act (GMRA), Public Law 103-356 dated Oct 94,
 - b. The Government Performance and Results Act (GPRA), Public Law 103-62 dated Aug 93,
 - c. The Statement of Federal Financial Accounting Standards (SFFAS) #3, “Accounting for Inventory and Related Property”,
 - d. The Statement of Federal Financial Accounting Standards (SFFAS) #6, “Accounting for Plant, Property and Equipment”,
 - e. The Federal Financial Management System Requirements (FFMSR-7) Inventory Systems dated Jun 95 (includes the Chief Financial Officer (CFO) Act of 1990, and the Office of Management and Budget (OMB) Circulars A-123 and A-127), and

f. Federal Financial Management Improvement Act (FFMIA) of 1996.

B. Physical Inventory References.

1. MILSTRAP Manual, DOD 4000.25-2-M
2. MILSTRIP Manual, DOD 4000.25-1-M
3. Code of Federal Regulation, 41 CFR Chapter 101
4. DOD Supply Chain Material Management Regulation, DOD 4140.1-R
5. Shelf-Life Management Manual, DOD 4140.27-M
6. Property Management Manual, COMDTINST M4500.5 (series)
7. Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
8. Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

C. Policy.

1. At a minimum, ICPs shall conduct physical inventories using auditable statistical sampling methodologies per the schedule contained in Figure 1.

TYPES	FREQUENCY/ FISCAL YEAR	PHYSICAL INVENTORY METHOD	CONFIDENCE LEVEL	TOLERABLE ERROR	ACCURACY GOAL
Reparable Spares	1 st Qtr	Random Statistical sample using Weighted Average Price (WAP) to compare WAP to documented historical costs. This does not include Sensitive, Pilferable, or Classified items.	95%	5%	95% (\$VALUE) of WAP.
Reparable Spares	3 rd Qtr	Random Statistical sample using Weighted Average Price and Net Book Value (NBV)	95%	5%	95% (\$VALUE) of WAP.
OM&S	2 nd Qtr & 4 th Qtr	Random Statistical sample	95%	5%	95% (\$VALUE) of WAP.
Remote Stock Points	Annually, 4 th Qtr	Wall to wall count (100% count?)	N/A	N/A	95% (\$VALUE) of WAP
Classified/Sensitive	Annually	100% count	N/A	N/A	100% (\$VALUE) of WAP.
Pilferable	Annually	100% count	N/A	N/A	97% (\$VALUE)
Completeness test	Quarterly	30 item count (see para 3)	N/A	N/A	95% (\$VALUE) of WAP.
End Item Association for Reparable Items	Same schedule as Reparable Spares	Sample used for Reparable Spares	Attribute Sample; 95% confidence level	5%	95% (Line Item)
Reparable or Consumable test	Same schedule as Reparable Spares	Sample used for Reparable Spares	Attribute Sample; 95% confidence level	5%	95% (Line Item)

Figure 16-1: Physical Inventory Schedule

Note: (1) Remote stock points are excluded from the quarterly random statistical sample inventory population

- (2) Refer to Chapter 10, Inventory Management, for inventory classifications and definitions.
2. The inventory of material using net book value will be conducted in conjunction with the third quarter inventory using weighted average price.
 - a. At the start of the third quarter the ICP Comptrollers will obtain the depreciation rates calculated by CG-842 during the second quarter closeout process.
 - b. Those rates will be provided to the Inventory Statistician(s) when preparations for the third quarter inventory begin.
 - c. The weighted average price of each NIIN will be reduced by the depreciation rate of the end item associated with that NIIN. In the event a NIIN is associated with multiple end items, that NIIN's weighted average price will be reduced by the average depreciation rate for its associated end items.
 - d. The depreciated NIINs make up the net book value universe.
 - e. The weighted average price and net book value inventories will follow the same processes for sampling, counting and reporting results.
3. The following applies for executing a random completeness test (floor to record).
 - a. Place all inventory locations in a file sorted by location descending order.
 - b. Select 30 locations randomly using the random number generator at www.randomizer.org/form.htm, or randomly select the first location using the random number generator at www.randomizer.org/form.htm and divide the total number of locations by 30 to determine the interval of remaining locations to be inventoried. For example: If the file contains 57,000 locations, select every 1900th location after the random location is selected.
 - c. At each location record the NIIN(s) present or assigned to the location and the quantity.
 - d. Compare the NIIN(s), quantity & location combination with the record information for the location.
 - e. An error is recorded when the NIIN(s), quantity & location combination does not agree with the record. That would include too many/few of an assigned NIIN and an on hand quantity of an unassigned NIIN.
 - f. Completeness percentage is computed as follows; (1 minus the extended value of NIIN(s), [both quantity & location errors] divided by extended value of recorded inventory at sampled locations).
4. The ICP shall follow the physical inventory procedures and reporting requirements prescribed below for conducting a physical inventory, reconciling, recording, and reporting results. Results reported on the Inventory Control Effectiveness (ICE) Report shall be reported in accordance with Chapter 15.
5. External auditors shall schedule with HQ program offices (Commandant CG-41 or CG-45) and the ICPs for observation/testing of physical inventories.

6. The program office shall observe physical inventory processes and counts at ICPs every quarter to ensure conformance to policy and procedures.
7. Commandant (CG-44) shall observe physical inventory processes and counts at ICPs at least once each fiscal year to ensure conformance to policy and procedures.

D. Physical Inventory Procedures.

1. Schedule of physical inventories.
 - a. The ICPs shall provide the program office the inventory schedule for the upcoming fiscal year prior to 30 September.
 - b. The ICPs shall notify the program office of any changes to the inventory schedule as soon as they are known.
 - c. The program office shall provide the inventory schedule and any changes to the schedule to Commandant (CG-44).
2. Inventory phases. Inventories conducted by the ICPs shall include the following phases: inventory preparation, freeze, count, required research, adjustment and reporting.
3. Inventory Preparation. Conducting, at a minimum, the following pre-inventory procedures, will reduce the potential for count inaccuracies:
 - a. Perform transaction clean-up, including but not limited to frustrated receipts, error files/queues, in-transit activity
 - b. Control material movement (floor to record sampling, location checks),
 - c. Monitor shipping activity,
 - d. Address and account for controls of pre-counted material, (i.e., documentation placed on sealed box will include NSN, condition, 2 signatures and date),
 - e. Reconcile inventory records to general ledgers,
 - f. Prepare queries, and
 - g. Assign responsibility.
4. Freeze. When conducting physical inventory counts the inventory records will be locked down or the inventory item frozen until the counts have been completed. ICPs will develop processes to record manual material movement.
5. Count. The ICPs shall ensure the following:
 - a. Count sheets for the 1st and 2nd counts do not contain the quantity or total dollar value.
 - b. A minimum of two (2) persons shall be on the count team. A verifier will be assigned if warehouse personnel are utilized on count teams.
 - c. Count sheets (1st and 2nd) shall be signed and dated by all count team members.
 - d. The touch method shall be used to count inventory.

- e. Criteria for determining items that shall be exposed to weight and measure testing shall be determined by the ICPs before the count begins and shall be documented on the appropriate count sheet (s). This method can be used for multi-pack items (e.g., bolts, nuts, etc.) or bulk Items (e.g. cable, wire, pipe, etc.). The count method for these items shall be determined from weighing or measuring. The recorder shall compare the weighted or measured count to the on hand balance. If the variance is within (+/-) 5% of the on hand quantity, the count quantity shall be recorded as the on-hand quantity.
 - f. Factory sealed boxes shall not be opened. The count on the outside of the box shall be accepted.
 - g. Pre-sealed items shall not be opened under the following conditions. These boxes shall be sealed with the documentation on the outside of the box. Documentation shall consist of the date, counters names (minimum of two), condition and quantity counted. If pre-sealed boxes do not contain this information at time of count, they must be opened and counted.
 - h. Minimum requirement of one (1) count. If the 1st count matches the record, no other counts are required. If the 1st count does not match the record, a 2nd count shall be conducted. The 2nd count team shall consist of (at a minimum) two personnel, one of which was not on the 1st count team. If the 2nd count matches the record, no other counts are required. If the 2nd count still does not match the record, the count shall be recorded and the required research shall begin. When a 3rd count is conducted, it is considered part of the reconciliation phase and not part of the count phase. Third counts **are not** blind counts and are signed and dated by counters/research personnel.
 - i. Separation of duties shall exist for count and recording personnel.
6. Required Research. The following minimum research applies in accordance with minimum research requirements for potential or actual physical inventory adjustments listed in Figure 16-2 and explained in the following paragraphs.
- a. Post Count Validation. Conduct a reconciliation count (third count). The count sheet may list the quantity and dollar value. If the post count quantity matches the Inventory Management (IM) stock record quantity, then no other research is required and the count is correct. The physical count is considered correct. If a variance still exists, continue research in accordance with the minimum research requirements listed in Figure 16-2.
 - b. Pre-Adjustment Research. Post to the IM stock record any outstanding material receipts and issues pending in the system queue. If a receipt or issue pending in the system queue corrects the imbalance between the IM record and physical count then the physical inventory count of the item is considered correct. No other research is required. However, if a variance still exists after posting all outstanding material receipts and issues from the system queue; proceed with research in accordance with Figure 16-2.
 - c. Causative Research. Review inventory history files, un-posted receipts, pending shipments, in-transit and frustrated material, and temporary and special project

locations for missing items. Post inventory transactions (e.g., from receipts or issues) discovered during the research process that were previously incorrectly or not properly posted, contributing to the record imbalance. Likewise post any previous inventory adjustments that were missing to correct the record imbalance. If posting these transactions corrects the variance then no other research is required. If the variance still exists after review and/or research, post an inventory adjustment transaction. Record the adjustment on the ICE report under Number of Adjustments Posted.

Note: A reduction of the volume of inventory adjustments can only be achieved by conducting specified degrees of research before posting the adjustment transaction. However, in no case shall adjustments be processed against items without performing required research in accordance with Figure 16-2.

Condition of Variance	Required Research		
	Post Count	Pre-Adjustment	Causative
	Validation	Research	Research
< \$500*	Yes	No	No
≥ \$500 but < \$5000	Yes	Yes	No
≥ \$5000	Yes	Yes	Yes
Suspected Fraud, Waste, or Abuse	Yes	Yes	Yes

Figure 16-2: Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments

*Causative research shall be conducted on all variances of classified and sensitive items, regardless of the dollar value of the item or extended dollar value of adjustment. Causative research shall be conducted on all variances of pilferable items with an extended dollar value greater than \$100.

7. Adjustment. All inventory adjustments are the responsibility of the ICP Commanding Officer. However, approval authority is required in accordance with Figure 16-3.

Dollar Value Adjustments per line item of OE materiel		Approval Authority
<i>From</i>	<i>To</i>	<i>Gains/Losses</i>
\$0	\$499,999	ICP Commanding Officer or designate
\$500,000	\$999,999	Program Office: Commandant (CG-45) or Commandant (CG-41)
\$1,000,000	OVER	Commandant (CG-4d) via Commandant (CG-44)

Figure 16-3: Approval Authority for Adjustments

Note:

- 1) All losses of controlled inventory items must be reviewed by the commanding officer or their designated representative. Supply fund inventory is not included in figure 16-3. ICPs shall follow approval authorities as prescribed above. ICPs may modify approval authorities for a more restrictive approval policy internal to the ICP.
- 2) Research and adjustment is not required for low dollar items (less than \$50 unit cost) with high on hand quantities (greater than 100) when the extended dollar value of the on hand quantity is within 5% of the book extended dollar value and less than \$500. The book value shall be assumed correct. This does not apply to items coded as classified, sensitive, or pilferable.

8. Reporting.

- a. Physical inventories shall be completed within 20 days of the start, unless a written extension has been granted by Commandant (CG-44). Figure 16-4 summarizes the reporting schedule.
- b. Within five (5) business days after completion of post counts, the ICP shall report (electronically) to the program offices the preliminary results of both the completeness and existence tests. The report will include variances after the post count.
 - Preliminary completeness test results will include: number of locations counted, extended value of sample, number of locations with variances after the post count, extended value of locations with variances after the post count, preliminary dollar value accuracy.
 - Preliminary existence test results will include: Line items sampled, extended value of sample, number of items with variances after the post count, extended value of items with variances after the post count, preliminary line item and dollar value accuracy.
 - When reporting preliminary net book value inventory results include from the net book value universe: Line items sampled, extended value of sample, number of items with variances after the post count, extended value of items with variances after the post count, preliminary line item and dollar value accuracy.

- c. The ICP Commanding Officer shall sign and certify the final results of the physical inventory. The results shall be forwarded to the program office within 20 days of the initiation of the inventory.
- Final Completeness Test Results include: number of locations counted, extended value of sample, number of locations with variances after the post count, extended value of locations with variances after the post count, and dollar value accuracy.
 - Final existence test results will include: Total line items in universe, extended value of universe, number of line items in sample, extended value of sample, number of line item adjustments, extended value of line item adjustments, percent of total line items sampled, percent of extended value sampled, dollar value accuracy.
 - When reporting preliminary net book value inventory results include from the net book value universe: Line items sampled, extended value of sample, number of items with variances after the post count, extended value of items with variances after the post count, preliminary line item and dollar value accuracy.
- d. The ICP will notify the program office within 35 days of the start of the sample count if the inventory results are not within the accuracy goals set forth in Figure 16-1 and will identify plans for corrective action. The ICP shall perform root cause analysis of all variances to identify human, procedural or system errors, which adversely affect inventory accuracy.

Action:	Due No Later Than:	Originator:	Recipient:
Preliminary Results	Day 5*	ICP	Program Office
Final Results	Day 20	ICP	Program Office
Corrective Action Plan (CAP), if applicable	Day 35	ICP	Program Office
Program Office Review of Final Results	Day 35	Program Office	CG-44/CG-84
Program Office Review of CAP, if applicable	Day 50	Program Office	CG-44

Figure 16-4: Physical Inventory Reporting Timeline

*Due within 5 Business days of completion of post count.

9. Documentation Standards. The following physical inventory documentation shall be maintained at the ICPs in an audit ready state for three (3) fiscal years plus the current fiscal year in accordance with the Information and Life Cycle Management Manual referenced in paragraph B.8. The documentation shall include the following:
- a. Copy of general ledger trial balance summary sheet or system query before snapping a sample count (printed at the time the statistical sample population is extracted).

- b. Comparison of universe to trial balance summary and reconciliation of differences (universe should match general ledgers within 1%).
- c. Data file containing exclusions (e.g., frozen assets).
- d. Copy of ICP Stat Sample procedures/checklist if changed from previous quarter (signed and dated).
- e. Confidence limits of Stratified Random Sample for the Variables Summary using Expected Values.
- f. Strata Boundaries & Size
- g. Observed sample with mean and standard deviation calculation on the observed listing.
- h. Copy of observed variances sheet dated and signed with NIIN, record quantity, quantity in location(s), nomenclature, unit price and total dollar value after post count.
- i. Statistical sample consolidated list with NIIN, location, nomenclature and unit price. Copy of stat sample count sheets, dated and signed by all team counters with NIIN, quantity, location, nomenclature and unit price.
- j. Copy of random numbers generated for completeness test, list of locations associated with random numbers and completeness test count sheet(s).
- k. If requested, causative research (copy of adjustments, screen prints and reports, transaction analysis worksheets (signed and dated)).
- l. Confidence limits on Stratified Random Sample for Variables Summary with Adjustments.
- m. Surveys, if required w/approved signature and date.

E. HQ Program Review.

1. Within 5 days of receiving the preliminary physical inventory report from the ICP, the program office shall review and reply electronically with the results of their review. The program office shall forward a copy of the preliminary physical inventory report with results of their review to Commandant (CG-44).
2. Within 15 days of receiving the final physical inventory report from the ICP, the program office shall review and reply electronically with the results of their review. Program offices shall forward a copy of the final physical inventory report with results of their review to Commandant (CG-44).
3. The program office will review and approval ICP Corrective Action Plans. Program Offices will provide resources and additional guidance when appropriate. Program offices shall forward a copy of the ICP to Commandant (CG-44).

Encl. (1) to COMDTINST M4121.4

INQUIRY FORM

To: Commandant (G-SLP)

Subj: _____

(Signature)

Telephone Number(____)____

Commandant (G-SLP)
U.S. Coast Guard
2100 Second Street SW
Washington, DC 20593

ACRONYMS

ACCB	Aircraft Configuration Control Board
AC&I	Acquisition, Construction and Improvements
ACR	Allowance Change Request
AICP	Aviation Inventory Control Point
ALMIS	Aviation Logistics Management Information System
AMC	Acquisition Turn-in Code
AMCL	Approved Mil Change Letter
AMMIS	Aviation Maintenance Management Information System
AMSC	Acquisition Method Suffix Code
APA	Appropriation Purchase Account
ARMS	Automatic Requisitioning Management System
ARSC	Aircraft Repair and Supply Center
ARTIC	Abolish Red Tape in Contracting
ASPM	Afloat Supply Procedures Manual
BOSS	Boat Outfit and System Support
CAGE	Commercial and Government Entity
CALMS	Combined Allowance for Logistics, Maintenance and Support
CCB	Configuration Control Board
CCR	Configuration Change Request/Report
CDM	Configuration Data Manager
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CG	Coast Guard
CGAP	Coast Guard Acquisition Procedures
CI	Configuration Item
CIC	Contractor Initial Contact
CIS	Contract Information System
CM	Configuration Management
COSAL	Consolidated Shipboard Allowance List
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office
DAMES	Defense Automated Message Entry System
DFARS	Defense Federal Acquisition Regulation Supplement
DIIS	Defense Inactive Item Program
DLA	Defense Logistics Agency
DLMS	Defense Logistics Management System
DLR	Depot Level Repair
DLSC	Defense Logistics Services Center
DMS	Diminishing Manufacturers Source
DOD	Department of Defense
DOT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
ECONOP	Engineering Logistics Concept of Operation
ELC	Engineering Logistics Center
EOQ	Economic Order Quantity
ERPAL	Electronics Repair Parts Allowance List
ERQ	Economic Repair Quantity
FAR	Federal Acquisition Regulations

FASAB	Finance Accounting Standards Advisory Board
FINCEN	Finance Center
FLIS	Federal Logistics
FLS	Fleet Logistics System
FSC	Federal Supply Code
FSS	Federal Supply System
GIRDER	Government Industry Reference Data Edit Review
HAZMAT	Hazardous Material
HM&E	Hull, Mechanical & Electrical
IBUD	Integrated Budget System
ICP	Inventory Control Point
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Inventory Manager
IMM	Integrated Material Manager
IRM	Information Resource Management
ISIL	Interim Support Item List
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MLC	Maintenance Logistics Commands
MSO	Maintenance Support Outline
MTR	Mandatory Turn-in Reparable
NOTAL	Not All
OE	Operating Expenses
OGA	Other Government Agency
OLSP	Operational Logistics Support Plan
OPAC	On-Line Payment and Credit
OPFAC	Operating Facility Accounting Code
PICA	Primary Inventory Control Activity
PMCL	Proposed Mil Change Letter
POP	Planned Obligation Program
PRO	Project Resident Office
PTD	Provisioning Technical Documentation
QA	Quality Assurance
QMO	Quarterly Management Overview
RCP	Resource Change Proposal
RP	Resource Proposal
SAM	Systems Acquisition Manual
SCB	Supply Center Baltimore
SCCB	Supply Center Curtis Bay
SCCR	Supply Centers Computer Replacement
SF	Stock Fund
SICA	Secondary Inventory Control Activity
SM&R	Source, Maintenance & Recoverability
SPBO	Spare Parts Breakout
SPPM	Supply Policy and Procedures Manual
SUPCEN	Supply Center
TAR	Transportation Acquisition Regulations
TIR	Total Item Record

CUSTOMERS

- A. **Customers.** Customers vary depending on the ICP and the commodity they manage. The following lists are separated by ICP and identifies their primary customers.
- B. **List of Customers.**
1. **Aircraft Repair and Supply Center (ARSC).** Aeronautical and avionics support is governed by one of the "material type" classifications according to price and/or source as outlined in COMDTINST M13020.1 (series), Chapter 7 and COMDTINST M4400.19, Part V, Chapter 4.
 - a. 26 CG Air Stations
 - b. Repair Division (ARSC)
 - c. Engineering Division (ARSC)
 - d. Aviation Training Center Mobile
 - e. Aviation Technical Training Center Elizabeth City
 2. **Engineering Logistics Center (ELC).**
 - a. All CG Operating Units
 - b. OGAs, e.g., Army, Navy, Air Force, Marines and FAA
 - c. Host Nation LORAN/OMEGA Stations
 - d. There are three types of support provided to the fleet

FULL. Configuration and centrally managed supply support of all mission critical items of operation are in accordance with the operating unit's maintenance support outline and identified in their configuration/allowance document.

PARTIAL. Centrally managed supply support is limited to selected mission critical items identified in the maintenance support outline. These items are normally casualty insurance items with long manufacturing lead time.

LIMITED. There is no centrally managed supply support for this item of operation. If an item of support is in the FSS and/or managed by an ICP, the item may be procured from the ICP or OGA. However, no new items of supply will be entered into the FSS to support a platform with this classification.

The following is a detailed list of ELC fleet customers and the type of support provided.

<u>List of Customers</u>	<u>Qty</u>	<u>Type of Support</u>
399 WAGB POLAR CLASS	2	PARTIAL
378 WHEC	12	FULL
295 WIX EAGLE	1	LIMITED
270 WMEC	13	FULL
230 WMEC	1	PARTIAL
213 WMEC	3	LIMITED
210 WMEC	16	FULL
205 WMEC	1	LIMITED
180 WMEC	1	PARTIAL
180 WLB	23	FULL
180 WLB (AUSTERE)	5	LIMITED
160 WLIC	4	PARTIAL
157 WLM	5	PARTIAL
140 WTGB	9	FULL
133 WLM	6	PARTIAL
115 WLR	1	LIMITED
110 WPB	49	FULL
100 WLI	2	LIMITED
100 WLIC	3	LIMITED

<u>List of Customers</u>	<u>Qty</u>	<u>Type of Support</u>
82 WPB	38	PARTIAL
75 WLIC	9	PARTIAL
75 WLR	11	PARTIAL
65 WYTL	14	PARTIAL
65 WLI	4	PARTIAL
65 WLR	6	LIMITED
65 ANB	1	LIMITED
63 ANB	1	LIMITED
55 ANB	22	FULL
46 BUSL	13	LIMITED
45 BU	12	LIMITED
44 MLB	97	FULL
41 UTB	205	FULL
34 ANB	2	LIMITED
32 PWB	7	LIMITED
30 SRB	14	PARTIAL
25 '8 MCB/MSB	96*	FULL
25 UTL	111	LIMITED
22 SKB	29	LIMITED
21 TANB	77	LIMITED
19 RHIB (AVON)	84*	FULL
PROPOSED NEW CUTTER CLASSES		
PIR	1	FULL
WLB	5-16	FULL
WLM	3-14	FULL

COMDTINST M4121.4

List of Customers	Qty	Type of Support
CPB	1-50	FULL
49 BUSL	2-52	FULL
47 MLB (NEW)	5-125	FULL
25'8 MLB	35	FULL

* Original quantity is fully supported as indicated.
Additional quantities, procured locally from various
other manufactures, the "Type of Support" category is
LIMITED.